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Dydd Mawrth, 21 Tachwedd 2023

Annwyl Cynghorydd

PENDERFYNIADIAU AELOD CABINET UNIGOL

Hysbysir drwy hyn y caiff y penderfyniadau dilynol a wnaed gan aelod o'r cabinet eu gwneud **Dydd Mercher, 29ain Tachwedd, 2023,**.

AGENDA

1. CYNIGION TERFYN CYFLYMDER - GORCHYMYN DIWYGIO RHIF 13

CABINET MEMBER: County Councillor Catrin Maby

AUTHOR:

Mark Hand, Head of Placemaking, Highways and Flooding
Graham Kinsella, Traffic and Road Safety Manager
Gareth Freeman, Assistant Engineer (Traffic)

CONTACT DETAILS:

E-mail: markhand@monmouthshire.gov.uk
E-mail: grahamkinsella@monmouthshire.gov.uk
E-mail: garethfreeman@monmouthshire.gov.uk

2. GORCHMYNION RHEOLI GWAHARDD TRAFFIG GYRRU - GORCHYMYN DIWYGIO RHIF 12

CABINET MEMBER: County Councillor Catrin Maby

AUTHOR:

Graham Kinsella, Traffic and Road Safety Manager
Gareth Freeman, Assistant Engineer (Traffic)

CONTACT DETAILS:

E-mail: markhand@monmouthshire.gov.uk
E-mail: garethfreeman@monmouthshire.gov.uk

3. POLISI DIOGELU CORFFORAETHOL - HYFFORDDIANT

CABINET MEMBER: County Councillor Ian chandler

AUTHOR:

Naomi Lovesay, Workforce Development Manager

CONTACT DETAILS:

Tel: 07970894427

E-mail: NaomiLovesay@monmouthshire.gov.uk

4. POLISIŶAU ACHREDU'R AMGUEDDFA

CABINET MEMBER: County Councillor Angela Sandles

AUTHOR:

Rachael Rogers, Museums and Arts Manager

CONTACT DETAILS:

Tel: 01291 440938

E-mail: rachaelrogers@monmouthshire.gov.uk

Yr eiddwch yn gywir,

Paul Matthews
Prif Weithredwr

PORTFFOLIOS CABINET

Cynghorydd Sir	Meysydd o Gyfrifoldeb	Ward
Mary Ann Brocklesby	<p>Yr Arweinydd Swyddogion Arweiniol - Paul Matthews, Matthew Gatehouse</p> <p>Strategaeth a Chyfeiriad yr Awdurdod Cyfan Adolygu a gwerthuso perfformiad yr awdurdod cyfan Hyrwyddo lleoliaeth o fewn fframweithiau rhanbarthol a chenedlaethol Perthynas â Llywodraeth Cymru, Llywodraeth y DU a chymdeithasau llywodraeth leol Cysylltiadau Rhanbarthol â Rhanbarthau Dinesig a'r Bwrdd Gwasanaethau Cyhoeddus Caffael Strategol Cynhyrchu a defnydd bwyd lleol, a chaffael gan gynnwys amaethgoedwigaeth a garddwriaeth leol</p>	Llanelly
Paul Griffiths	<p>Aelod Cabinet dros Gynllunio a Datblygu Economaidd a'r Dirprwy Arweinydd Swyddog Arweiniol - Frances O'Brien</p> <p>Strategaeth Economaidd Cynllun datblygu lleol a chynllun datblygu strategol gan gynnwys safleoedd tai strategol Digartrefedd, darpariaeth dai fforddiadwy a thai sector preifat (cartrefi gwag, cynllun prydlesu, benthyciadau gwella cartrefi, grantiau cyfleusterau i'r anabl a thechnoleg addasol) Cefnogi Canol Trefi gan gynnwys parcio ceir a gorfodi Rheoli Datblygu a Rheoli Adeiladu Sgiliau a Chyflogaeth Cysylltedd band eang Meysydd parcio a gorfodaeth sifil safonau masnach, iechyd yr amgylchedd, iechyd y cyhoedd, trwyddedu</p>	Castell Cas-gwent a Larkfield
Rachel Garrick	<p>Aelod Cabinet dros Adnoddau Prif Swyddogion – Peter Davies, Frances O'Brien, Matthew Phillips, Jane Rodgers</p> <p>Cyllid gan gynnwys CATC a'r cylch cyllideb blynyddol Buddion Technoleg a gwybodaeth ddigidol Adnoddau dynol, y gyflogres, iechyd a diogelwch Tir ac adeiladau Cynnal a chadw a rheoli eiddo Cynllunio brys</p>	Castell Cil-y-coed

<p>Martyn Groucutt</p>	<p>Aelod Cabinet dros Addysg Swyddogion Arweiniol - Will McLean, Ian Saunders</p> <p>Addysg Blynyddoedd Cynnar Addysg statudol pob oed Anghenion dysgu ychwanegol/cynhwysiant Addysg ôl-16 ac addysg oedolion Safonau a gwelliant ysgolion Dysgu Cymunedol Rhaglen cymunedau cynaliadwy ar gyfer dysgu Gwasanaethau Ieuenctid Cludiant ysgol</p>	<p>Lansdown</p>
<p>Ian Chandler</p>	<p>Aelod Cabinet dros Ofal Cymdeithasol, Diogelu a Gwasanaethau Iechyd Hygyrch Swyddog Arweiniol - Jane Rodgers</p> <p>Gwasanaethau Plant Maethu a mabwysiadu Gwasanaethau Troseddau Ieuenctid Gwasanaethau Oedolion Diogelu plant ac oedolion awdurdod cyfan Anableddau Iechyd meddwl a lles Perthynas â darparwyr iechyd a mynediad at ddarpariaeth iechyd</p>	<p>Parc</p>
<p>Catrin Maby</p>	<p>Aelod Cabinet dros Newid yn yr Hinsawdd a'r Amgylchedd Swyddogion Arweiniol – Frances O'Brien, Ian Saunders</p> <p>Datgarboneiddio Cynllunio trafndiaeth, trafndiaeth gyhoeddus, priffyrdd a fflyd Cyngor Sir Fynwy Teithio llesol a hawliau tramwy Rheoli gwastraff, gofal stryd, sbwriel, manau cyhoeddus a pharciau Palmentydd a lonydd cefn Lliniaru, rheoli ac adfer llifogydd Cefn gwlad, bioamrywiaeth ac iechyd afonydd</p>	<p>Drybridge</p>
<p>Angela Sandles</p>	<p>Aelod Cabinet dros Gydraddoldeb ac Ymgysylltu Swyddogion Arweiniol – Frances O'Brien,, Matthew Gatehouse, Jane Rodgers</p> <p>Anghydraddoldeb cymunedol a thlodi (iechyd, incwm, maeth, anfantais, gwahaniaethu, ynysu ac argyfwng costau byw) Ymgysylltu â dinasyddion a hyrwyddo democratiaeth gan gynnwys gweithio gyda sefydliadau gwirfoddol Profiad y dinesydd - canolfannau cymunedol, canolfan gyswllt, a gwasanaeth cwsmeriaid a chofrestryddion Canolfannau hamdden, chwarae a chwaraeon Datblygu Twristiaeth a'r Strategaeth Ddiwylliannol</p>	<p>Dwyrain Magwyr a Gwndy</p>

	<p>Cyfleusterau cyhoeddus Gwasanaethau Etholiadol ac adolygu'r cyfansoddiad Cyfathrebu, cysylltiadau cyhoeddus a marchnata Moeseg a safonau Y Gymraeg</p>	
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Nodau a Gwerthoedd Cyngor Sir Fynwy

Ein Pwrpas

- i ddod yn sir ddi-garbon, gan gefnogi lles, iechyd ac urddas i bawb ar bob cam o'u bywydau.

Amcanion rydym yn gweithio tuag atynt

- Lle teg i fyw lle mae effeithiau anghydraddoldeb a thlodi wedi'u lleihau;
- Lle gwyrdd i fyw a gweithio gyda llai o allyriadau carbon a gwneud cyfraniad cadarnhaol at fynd i'r afael â'r argyfwng yn yr hinsawdd a natur;
- Lle ffyniannus ac uchelgeisiol, lle mae canol trefi bywiog a lle gall busnesau dyfu a datblygu;
- Lle diogel i fyw lle mae gan bobl gartref maen nhw'n teimlo'n ddiogel ynddo;
- Lle cysylltiedig lle mae pobl yn teimlo'n rhan o gymuned ac yn cael eu gwerthfawrogi;
- Lle dysgu lle mae pawb yn cael cyfle i gyrraedd eu potensial.

Ein Gwerthoedd

Bod yn agored. Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan mewn penderfyniadau sy'n effeithio arnynt, dweud beth sy'n bwysig iddynt a gwneud pethau drostynt eu hunain/eu cymunedau. Os na allwn wneud rhywbeth i helpu, byddwn yn dweud hynny; os bydd yn cymryd peth amser i gael yr ateb, byddwn yn esbonio pam; os na allwn ateb yn syth, byddwn yn ceisio eich cysylltu gyda'r bobl a all helpu - mae adeiladu ymddiriedaeth ac ymgysylltu yn sylfaen allweddol.

Tegwch. Darparwn gyfleoedd teg, i helpu pobl a chymunedau i ffynnu. Os nad yw rhywbeth yn ymddangos yn deg, byddwn yn gwrandao ac yn esbonio pam. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson. Ni allwn wneud pawb yn hapus bob amser, ond byddwn yn ymrwymo i wrando ac esbonio pam y gwnaethom weithredu fel y gwnaethom.

Hyblygrwydd. Byddwn yn parhau i newid a bod yn hyblyg i alluogi cyflwyno'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Gwaith Tîm. Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan fel y gallwn gyflawni pethau gwych gyda'n gilydd. Nid ydym yn gweld ein hunain fel 'trefnwyr' neu ddatrysyr problemau, ond gwnawn y gorau o syniadau, asedau ac adnoddau sydd ar gael i wneud yn siŵr ein bod yn gwneud y pethau sy'n cael yr effaith mwyaf cadarnhaol ar ein pobl a lleoedd.

Caredigrwydd – Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

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SUBJECT: SPEED LIMIT PROPOSALS – AMENDMENT ORDER NO. 13

MEETING: INDIVIDUAL CABINET MEMBER DECISION – COUNCILLOR CATRIN MABY

DATE: 29th November 2023

DIVISION/WARDS AFFECTED: CAERWENT, WYESHAM, PORTSKEWETT, MARDY, LLANELLY

1. PURPOSE:

- 1.1 This report seeks Cabinet Member approval to proceed with several Traffic Orders throughout the County.
- 1.2 The Traffic Orders under consideration relate to:
 - 1.2.1 The introduction of a 40mph speed limit in:
 - 1.2.1.1 Church Road and Dewstow Road, Caldicot;
 - 1.2.1.2 Leechpool Lane and Leechpool Holdings, Portskewett;
 - 1.2.1.3 A4077 Crickhowell Road and Church Road, Gilwern
 - 1.2.2 The extension of the existing 30mph speed limit in:
 - 1.2.2.1 A466, Monmouth
 - 1.2.2.2 Llantilio School Road, Llantilio Pertholey
- 1.3 The proposed Orders were advertised in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- 1.4 If significant unresolved objections arise from the consultation, a public inquiry can be held to reach a decision. However, in this instance, it is considered that a public inquiry is not required. It is recommended that all the proposals proceed with the Traffic Orders made as set out below.

2. RECOMMENDATIONS:

- 2.1 It is recommended to not hold a public inquiry, and to proceed to approve and implement the proposed Orders:
 - 2.1.1 The introduction of a 40mph speed limit in:
 - 2.1.1.1 Church Road and Dewstow Road, Caldicot;
 - 2.1.1.2 Leechpool Lane and Leechpool Holdings, Portskewett;
 - 2.1.1.3 A4077 Crickhowell Road and Church Road, Gilwern
 - 2.1.2 The extension of the existing 30mph speed limit in:
 - 2.1.2.1 A466, Monmouth
 - 2.1.2.2 Llantilio School Road, Llantilio Pertholey

3. KEY ISSUES

- 3.1 Monmouthshire County Council has received various requests and concerns from stakeholders and Community Representatives in relation to the above named localities to review the current existing various speed limits.
- 3.2 A review of the existing speed limits at each location listed above has been undertaken by officers in accordance with current setting local speed limits guidance and regulations and the proposals incorporated within this proposed Amendment Order Number 13 are intended to align the speed limits at each location to current guidance on setting appropriate statutory speed limits.
- 3.3 The reduced speed limits are being proposed in the interests of increasing the level of highway safety and to support residents and other highway users by properly aligning speed limits with their respective environments. A summary of the key issues for each location can be found below and these form the reasons for making the Order.

3.3.1 Church Road and Dewstow Road, Caldicot

Following representations received by the local community and respective elected representatives, a review of the speed limit at this location has taken place at the location connecting the 20mph speed limits in Caerwent and Caldicot. Following the collection of traffic data it was revealed that there is an inconsistent relationship between mean speed and 85th percentile speed. This indicates that drivers are having difficulty in deciding the appropriate speed for the road, suggesting that a better match between road design and speed limit is required. As this is a Lower Tier Rural Route with a predominantly local access function combined with a high incidences of bends in the road, 40mph was identified as being the most appropriate speed limit at this location.

3.3.2 Leechpool Lane and Leechpool Holdings, Portskewett

Following representations received by the local community and respective elected representatives, a review of the speed limit at this location has taken place at the location leading into the 20mph speed limits in Portskewett. Following the collection of traffic data it was revealed that there is an inconsistent relationship between mean speed and 85th percentile speed. This indicates that drivers are having difficulty in deciding the appropriate speed for the road, suggesting that a better match between road design and speed limit is required. As this is a Lower Tier Rural Route with a predominantly local access function combined with a high incidences of bends in the road, 40mph was identified as being the most appropriate speed limit at this location.

3.3.3 A4077 Crickhowell Road and Church Road, Gilwern

Following representations received from the local community MCC propose to introduce a 40mph speed limit on A4077 Crickhowell Road and Church Road, Gilwern, allowing for a more gradual reduction in speed leading into the recently introduced 20mph speed limit in the Gilwern community.

3.3.4 A466, Monmouth

Following representations received from the local community and locally elected representative, MCC proposes to introduce an extension to the 30mph speed limit on the A466 leading into Monmouth so it encompasses the entrance to Monmouth Showground, allowing for a safer highway environment for all when entering and exiting from the showground entrance junction.

3.3.5 Llantilio School Road, Llantilio Pertholey

Following representations received from the local community and local elected representative, MCC proposes to introduce an extension to the 30mph speed limit leading into the community-wide 20mph speed limit in Abergavenny on Llantilio School Road so it encompasses St Teilo’s Church and other nearby residences.

- 3.4 Ultimately, the proposals will contribute to creating a safer, more welcoming highway environment for all highway users and lessen the frequency and severity of road collisions.
- 3.5 A summary of responses to the statutory consultation can be found in Appendices 1 and 2 together with Officer responses. There are no issues or comments raised that cannot be overcome or that change the Officer recommendation to proceed with introducing the proposed orders.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

- 4.1 The proposals aim to support the national policy for reducing speed and improving road safety by creating a safer, more welcoming highway environment for all highway users and lessening the frequency and severity of road traffic collisions.
- 4.2 The proposals will contribute to providing a safer highway environment which will encourage people to walk, cycle and scoot in line with the objectives of the Active Travel Act.
- 4.3 The new lower speed limits will also protect the interests of groups such as those with limited mobility, additional learning needs, dementia, and visual impairment.
- 4.4 The proposals will ensure the speed limit is appropriate for the highway characteristics of each location, maximising travel speeds without having a detrimental effect on road safety.

5. OPTIONS APPRAISAL

5.1 The table below provides an options appraisal of the proposal:

Options	Benefits	Risks	Comments/ Mitigation
No action	<ul style="list-style-type: none"> • Less demand on officer time and resource/budget 	<ul style="list-style-type: none"> • Frequency and severity of Road Traffic Collisions remain unchanged. • Speed limits not in line with Welsh Government guidance. • Inconsistent speed limits on highways of similar characteristics throughout Monmouthshire. • Speed limits being unsuitably high for the characteristics of the specific highway. 	The benefits of adopting the proposals outweigh the resource implications.
Adopt the proposals	<ul style="list-style-type: none"> • A safer highway environment for all users. 	<ul style="list-style-type: none"> • Additional cost. • Additional signage in rural areas. 	This is the preferred option.

	<ul style="list-style-type: none"> • Lessening of the frequency and severity of Road Traffic Collisions. • Speed limits in line with Welsh Government guidance. • Consistent speed limits on highways of a specific characteristic throughout Monmouthshire. 		
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6. CONCLUSION AND REASONS:

6.1 It is recommended to not hold a public inquiry, and to proceed to approve and implement the proposed Orders:

6.1.1 The introduction of a 40mph speed limit in:

6.1.1.1 Church Road and Dewstow Road, Caldicot;

6.1.1.2 Leechpool Lane and Leechpool Holdings, Portskewett;

6.1.1.3 A4077 Crickhowell Road and Church Road, Gilwern

6.1.2 The extension of the existing 30mph speed limit in:

6.1.2.1 A466, Monmouth

6.1.2.2 Llantilio School Road, Llantilio Pertholey

6.2 The proposals will support the national policy for reducing speed and improving road safety by creating a safer, more welcoming highway environment for all highway users and lessening the frequency and severity of road traffic collisions.

6.3 The proposals will result in speed limits throughout Monmouthshire being in line with Welsh Government guidance and appropriate for the specific characteristics of each location.

6.4 The proposals will ultimately have a positive impact on health and wellbeing within the communities and by encouraging modal shift will support the Corporate and Community Plan objectives of being a green place to live and a thriving and ambitious place.

7. RESOURCE IMPLICATIONS:

7.1 The proposals will be funded from the Council's Road Safety and Traffic Management budget. If necessary due to budget constraints, implementation may be delayed until the new financial year.

8. CONSULTEES:

- Cabinet Member for Climate Change and the Environment
- Communities and Place DMT
- SLT including Monitoring Officer and S151 Finance Officer
- The Traffic Orders were publicised in accordance with the statutory process including notification of County Councillors for the affected wards and the relevant Town/Community Council.

9. BACKGROUND PAPERS:

Appendix 1: Summary of all consultation responses

Appendix 2: Schedule of consultation responses

Appendix 3: Notice of Intention

Appendix 4: Statement of Reasons

Appendix 5: Drawings 2120, 2121, 2122, 2123 and 2124

Appendix 6: Wellbeing of Future Generations Equalities Impact Assessment

10. AUTHORS:

Mark Hand, Head of Placemaking, Highways and Flooding

Graham Kinsella, Traffic and Road Safety Manager

Gareth Freeman, Assistant Engineer (Traffic)

11. CONTACT DETAILS:

E-mail: markhand@monmouthshire.gov.uk

E-mail: grahamkinsella@monmouthshire.gov.uk

E-mail: garethfreeman@monmouthshire.gov.uk

Appendix 1: Summary of All Consultation Responses

Agree/Disagree	Number of Responses
Agree	1
Somewhat Agree	4
Disagree	6

Appendix 2: Schedule of Consultation Responses

Reference/Details	Representations	Officer's Response
Somewhat Agree (Online Form Response #223)	Believe it is sufficient to reduce to 40 not 30 mph	Following representations received from the local community MCC propose to introduce an extension to the 30mph speed limit on the A466 leading into Monmouth so it encompasses the entrance to Monmouth Showground, allowing for a safer highway environment for motorists entering and exiting from the showground entrance junction. In order to reduce confusion to motorists, it is considered more appropriate to extend the previous 30mph area rather than introducing a short section of 40mph.
Agree (Online Form Response #225)	Hooray for common sense!	Response Noted
Disagree (Online Form Response #226)	<p>Reference 2124, 40mph zones Gilwern. I object to the council progressing the proposed new limit on Crickhowell Road, for the following reasons:</p> <ol style="list-style-type: none"> 1. The information online is limited to the map, with no reasons available to view, nor a copy of the proposed order, 2. On the map the extent of the 40mph limit cannot be determined as it weeps off the edge. <p>Given that basic information hasn't been made available on line, I do not consider that a valid consultation has occurred, thus the legality of such an order is moot. I have made the relevant section of the council aware of the issue (by telephone on 13th October) but have not received a response.</p> <p>With respect to the proposed limit on church Road, given the narrowness and bendiness of the road, there is no need for such a limit. The national park should not</p>	<ol style="list-style-type: none"> 1. All required legal documents including the Notice of Intention, Statement of Reasons, Draft Order, Schedules and Drawings were available to view online throughout the entirety of the consultation duration here: https://www.monmouthshire.gov.uk/amendment-order-no-13-2023/ 2. The 40mph Speed Limit in Drawing 2124 is fully encompassed within the area shown and properly details its extents it its entirety. <p>The legality of this consultation therefore remains intact.</p> <p>The 40mph speed limit on Church Road, Gilwern will allow for a more gradual reduction in speed leading into the recently introduced 20mph speed limit in the Gilwern community. Ultimately, the proposals will contribute to creating a safer, more welcoming highway environment for all highway users and lessen the frequency and severity of road collisions. The benefits of introducing a 40mph speed limit at this location are considered to outweigh the perceived negatives associated with additional signage.</p>

	be cluttered with such unnecessary urban visual clutter.	
Somewhat Agree (Online Form Response #227)	<p>The new 40mph limit is welcome, but the new boundary point where the 40mph starts seems to have encouraged people to drive faster on the way from Gilwern to Crickhowell. Drivers seem to consider that the 40mph limit starts when they can see the sign, rather than when they pass it, which means they are frequently driving at 40mph by the time they reach our house, which is still in the 20mph zone. The 40mph zone starts closer to the edge of the village than the old unrestricted national speed limit zone did. Additionally the 40 zone now starts where a footpath emerges from the fields on the opposite side of the road to the pavement, which results in people trying to cross the road just at the boundary point. This, given the hedges in the area, makes crossing the road dangerous for anyone using the footpath. In conclusion the 40mph limit is welcome, but should start further down the road from the village.</p>	<p>The 20mph Terminal Point at this location has recently been installed in error and will be moved to the same location as the original 30mph terminal point as part of the 20mph signage amendments in the next few weeks. This will address many of the concerns raised. Following the recent introduction of a 20mph National Speed Limit on restricted roads throughout Wales, motorists are expected to reduce their travelling speeds to 20mph in these areas, else they are committing a speeding offence. This applies throughout the entirety of the residential area of Gilwern. If motorists continue to travel at speeds in excess of 20mph throughout Gilwern, communities should report this to Gwent Police as the enforcement authority for moving vehicle offences.</p>
Disagree (Online Form Response #228)	<p>The 20/40 sign going out of the village has been placed /moved to directly outside our house. The cars going out of the village are mostly hitting 40-60mph as they accelerate before the sign. Also the signs now go from 40 to 30 to national speed limit in quick succession which is completely ludicrous! Please move the sign to where it should be - i.e where the previous 30 sign was and replace it with 30 going out of the village and 20 coming in rather than 40 /20 as an accident will absolutely happen. Cars have always exceeded the 30 mph speed limit but putting the 40 sign has made things worse/ honestly it's a total nightmare. As 20 mph coming into the village I can't see that's made any difference at all. We have tried waving to slow down the traffic but just get met with verbal abuse, swearing and threats / again it's a total nightmare and I have to reiterate that someone WILL</p>	<p>The 20mph Terminal Point at this location has recently been installed in error and will be moved to the same location as the original 30mph terminal point as part of the 20mph signage amendments in the next few weeks. This will address many of the concerns raised. Following the recent introduction of a 20mph National Speed Limit on restricted roads throughout Wales, motorists are expected to reduce their travelling speeds to 20mph in these areas, else they are committing a speeding offence. This applies throughout the entirety of the residential area of Gilwern. If motorists continue to travel at speeds in excess of 20mph throughout Gilwern, communities should report this to Gwent Police as the enforcement authority for moving vehicle offences.</p>

	<p>be killed if an alternative method to slow the traffic is not implemented. Chicanes are I believe the only way to slow the traffic/ please please listen ! 🙏</p>	
<p>Disagree (Online Form Response #229)</p>	<p>We have complained to the council previously (last 2 years) that traffic travelling out of the village towards Crickhowell past our house are travelling at speeds of 60mph in a 30mph zone which is 1 m from our front door. Even now that the zone further up has changed to 20mph the vehicles are still travelling at 60mph because the zone of around 100m from the National speed limit sign has changed from 30mph to 40mph. Therefore drivers seeing this 40mph sign tend to speed up. It's dangerous and downright irresponsible to even consider to change the Zone from 30mph to 40mph. Ideally it needs to be 20mph before someone is killed. Therefore please consider to either leave it at 30mph or better still reduce it to 20mph.</p>	<p>The 20mph Terminal Point at this location has recently been installed in error and will be moved to the same location as the original 30mph terminal point as part of the 20mph signage amendments in the next few weeks. This will address many of the concerns raised. Following the recent introduction of a 20mph National Speed Limit on restricted roads throughout Wales, motorists are expected to reduce their travelling speeds to 20mph in these areas, else they are committing a speeding offence. This applies throughout the entirety of the residential area of Gilwern. If motorists continue to travel at speeds in excess of 20mph throughout Gilwern, communities should report this to Gwent Police as the enforcement authority for moving vehicle offences.</p>
<p>Disagree (Online Form Response #230)</p>	<p>These are county roads, with no increased safety from reducing the speed limit, and due to the nature of the road layout enforcement would be nearly impossible. There is no justification to reduce the speed limits</p>	<p>Following representations received by the local community and respective elected representatives, a review of the speed limit at this location has taken place. Following the collection of traffic data it was revealed that there is an inconsistent relationship between mean speed and 85th percentile speed, this indicated that drivers are having difficulty in deciding the appropriate speed for the road, suggesting that a better match between road design and speed limit is required.</p> <p>As this is a Lower Tier Rural Route with a predominantly local access function combined with a high incidences of bends in the road, 40mph was identified as being the most appropriate speed limit at this location.</p>
<p>Somewhat Agree (Online Form Response #231)</p>	<p>I support a 40mph speed limit on the road between Gilwern and Crickhowell but I believe it starts too early out of Gilwern. I live on this stretch of road and we have always had problems with traffic accelerating past our house. Bringing the 40mph forward into what was previously a 30mph limit has made this problem worse. The 40mph comes into force before the end of</p>	<p>The 20mph Terminal Point at this location has recently been installed in error and will be moved to the same location as the original 30mph terminal point as part of the 20mph signage amendments in the next few weeks. This will address many of the concerns raised. Following the recent introduction of a 20mph National Speed Limit on restricted roads throughout Wales, motorists are expected to reduce their travelling speeds to 20mph in these areas, else they are committing a speeding</p>

	<p>the last house, where there is also a parking lay-by, a farm gate and a crossing point between footpaths. People often cross the road at this point, which makes the speed limit dangerous. I'd ask for the 20mph limit to be extended past this point. It only needs to be moved a little but it will make a big difference to safety. Thank you.</p>	<p>offence. This applies throughout the entirety of the residential area of Gilwern. If motorists continue to travel at speeds in excess of 20mph throughout Gilwern, communities should report this to Gwent Police as the enforcement authority for moving vehicle offences.</p>
<p>Somewhat Agree (Online Form Response #236)</p>	<p>I agree to the reduction from national speed limit to 40 miles per hour on the approach to Gilwern village on the A4077, to have a gradual reduction. However, there is a small stretch in between the current national speed limit and the 20miles per hour, where a recent sign of 40 miles per hour has been put up as you leave the village. This causes traffic to speed up significantly as they approach the sign, which is dangerous as the road is so close to houses and pavement which my infant school children walk on when visiting neighbours. In addition, I live on Hiley Avenue and as you leave the avenue to drive on to the A4077 the junction does not always have clear visibility. As you approach the turning for Hiley Avenue along A4077 heading towards Crickhowell, drivers can see the 40 sign and speed up straight away. This makes this junction even more difficult. My suggestion is that the 20miles per hour section is extended to the current national speed limit point.</p>	<p>The 20mph Terminal Point at this location has recently been installed in error and will be moved to the same location as the original 30mph terminal point as part of the 20mph signage amendments in the next few weeks. This will address many of the concerns raised. Following the recent introduction of a 20mph National Speed Limit on restricted roads throughout Wales, motorists are expected to reduce their travelling speeds to 20mph in these areas, else they are committing a speeding offence. This applies throughout the entirety of the residential area of Gilwern. If motorists continue to travel at speeds in excess of 20mph throughout Gilwern, communities should report this to Gwent Police as the enforcement authority for moving vehicle offences.</p>
<p>Disagree (Online Form Response #237)</p>	<p>The speeding on Crickhowell Road between The Gulf Garage going towards Crickhowell has been dangerous for a long time. Visibility coming out of Hiley Avenue is difficult at the best of times. Now that there is a 20mph limit on the road going through Gilwern, as soon as people see the 40mph sign and that there are no visible speed vans they are accelerating as soon as they see it. This means pulling out of Hilley avenue is becoming quite dangerous because although checking the road is clear as far as you can see, cars are approaching at</p>	<p>The 20mph Terminal Point at this location has recently been installed in error and will be moved to the same location as the original 30mph terminal point as part of the 20mph signage amendments in the next few weeks. This will address many of the concerns raised. Following the recent introduction of a 20mph National Speed Limit on restricted roads throughout Wales, motorists are expected to reduce their travelling speeds to 20mph in these areas, else they are committing a speeding offence. This applies throughout the entirety of the residential area of Gilwern. If motorists continue to travel at speeds in excess of 20mph throughout Gilwern, communities should report</p>

	<p>40 already. There are around 11 children living at this end of the village and trying to cross the road when cars are doing 40 is dangerous. I believe the 40mph sign should be replaced by a 20 to keep traffic through the end of the village slower. Looking at Google maps the speed limit was previously 30 with signs showing elderly crossing and a sign showing slippery Road ahead. To increase the limit to 40 is irresponsible and dangerous. I think the speed limit should be changed to 20mph to keep the speed through the village slow and once past the residential area it should increase to 40mph. The speeding on this stretch is further exacerbated during tourist season when we get a lot of bikes speeding through.</p>	<p>this to Gwent Police as the enforcement authority for moving vehicle offences.</p>
<p>Disagree (Online Form Response #238)</p>	<p>The amount of speeding vehicle's throughout the village, specifically this road, is beyond excessive. The village is densely populated with young children and the risk these speeding vehicles place them under is startlingly concerning.</p>	<p>Following the recent introduction of a 20mph National Speed Limit on restricted roads throughout Wales, motorists are expected to reduce their travelling speeds to 20mph in these areas, else they are committing a speeding offence. This applies throughout the entirety of the residential area of Gilwern. If motorists continue to travel at speeds in excess of 20mph throughout Gilwern, communities should report this to Gwent Police as the enforcement authority for moving vehicle offences.</p>

Appendix 3: Notice of Intention

ROAD TRAFFIC REGULATION ACT 1984

NOTICE OF INTENTION TO MAKE A PERMANENT ORDER

**MONMOUTHSHIRE COUNTY COUNCIL
MONMOUTHSHIRE COUNTY COUNCIL TRAFFIC REGULATION, SPEED LIMITS AND
PARKING REGULATIONS CONSOLIDATION ORDER 2019
(AMENDMENT ORDER NO 13) 2023**

**PROPOSED PROVISION AND AMENDMENTS TO TRAFFIC
ORDERS WITHIN VARIOUS COMMUNITIES IN MONMOUTHSHIRE**

NOTICE IS HEREBY GIVEN that Monmouthshire County Council of County Hall, The Rhadyr, Usk, NP15 1GA ("the Council") propose to make a Road Traffic Regulation Order as follows:

EFFECT OF THE ORDER:

- To introduce a 40mph Speed Limit on Church Road and Dewstow Road, Caldicot.
- To introduce a 30mph Speed Limit extension on the A466, Monmouth.
- To introduce a 30mph Speed Limit extension on Llantilio School Road, Llantilio Pertholey.
- To introduce a 40mph Speed Limit on Leechpool Lane and Leechpool Holdings, Portskewett.
- To introduce a 40mph Speed Limit on A4077 Crickhowell Road and Church Road, Gilwern

Within the locations identified on the plans, which are available to view at County Hall, Usk or online via <http://www.monmouthshire.gov.uk/public-consultation-traffic>

Further details of the proposed Order, comprising a copy of the draft order, plans and a statement of reasons for proposing to make the Order may be examined via pre-arranged appointment at County Hall, Usk NP15 1GA (appointments can be arranged by e-mailing traffic@monmouthshire.gov.uk) or by phoning 01633 644644 or online via <http://www.monmouthshire.gov.uk/public-consultation-traffic> or the via the below QR code

Any representations in respect of this proposal should be made not later than 5pm on **Wednesday the 26th October 2023** by either:

- Sending a written letter, stating the grounds on which the representation is being made, addressed to: Traffic Section, Monmouthshire County Council, County Hall, Usk NP15 1GA;
- Or by scanning the QR code below and selecting "How to comment on a proposed TRO", where the public Consultation response form can be accessed.

Date: 4th October 2023

**Mark Hand,
Head of Placemaking, Regeneration, Highways and Flooding,
Monmouthshire County Council**



Appendix 4: STATEMENT OF REASONS

MONMOUTHSHIRE COUNTY COUNCIL MONMOUTHSHIRE COUNTY COUNCIL TRAFFIC REGULATION, SPEED LIMITS AND PARKING REGULATIONS CONSOLIDATION ORDER 2019 (AMENDMENT ORDER NO 13) 2023

PROPOSED PROVISION AND AMENDMENTS TO TRAFFIC ORDERS WITHIN VARIOUS COMMUNITIES IN MONMOUTHSHIRE EFFECT OF THE ORDER:

- To introduce a 40mph Speed Limit on Church Road and Dewstow Road, Caldicot.
- To introduce a 30mph Speed Limit extension on the A466, Monmouth.
- To introduce a 30mph Speed Limit extension on Llantilio School Road, Llantilio Pertholey.
- To introduce a 40mph Speed Limit on Leechpool Lane and Leechpool Holdings, Portskewett.
- To introduce a 40mph Speed Limit on A4077 Crickhowell Road and Church Road, Gilwern

STATEMENT OF REASONS

Monmouthshire County Council has received various requests and concerns from stakeholders and Community Representatives in relation to the above named localities to review the current existing various speed limits.

A review of the existing speed limits at each location listed above has been undertaken by officers in accordance with current setting local speed limits guidance and regulations and the proposals incorporated within this proposed Amendment Order Number 13 are intended to align the speed limits at each location to current guidance on setting appropriate statutory speed limits.

The reduced speed limits are being proposed in the interests of increasing the level of highway safety and to encourage and support residents and other highway users to use more sustainable modes of travel within each conurbation.



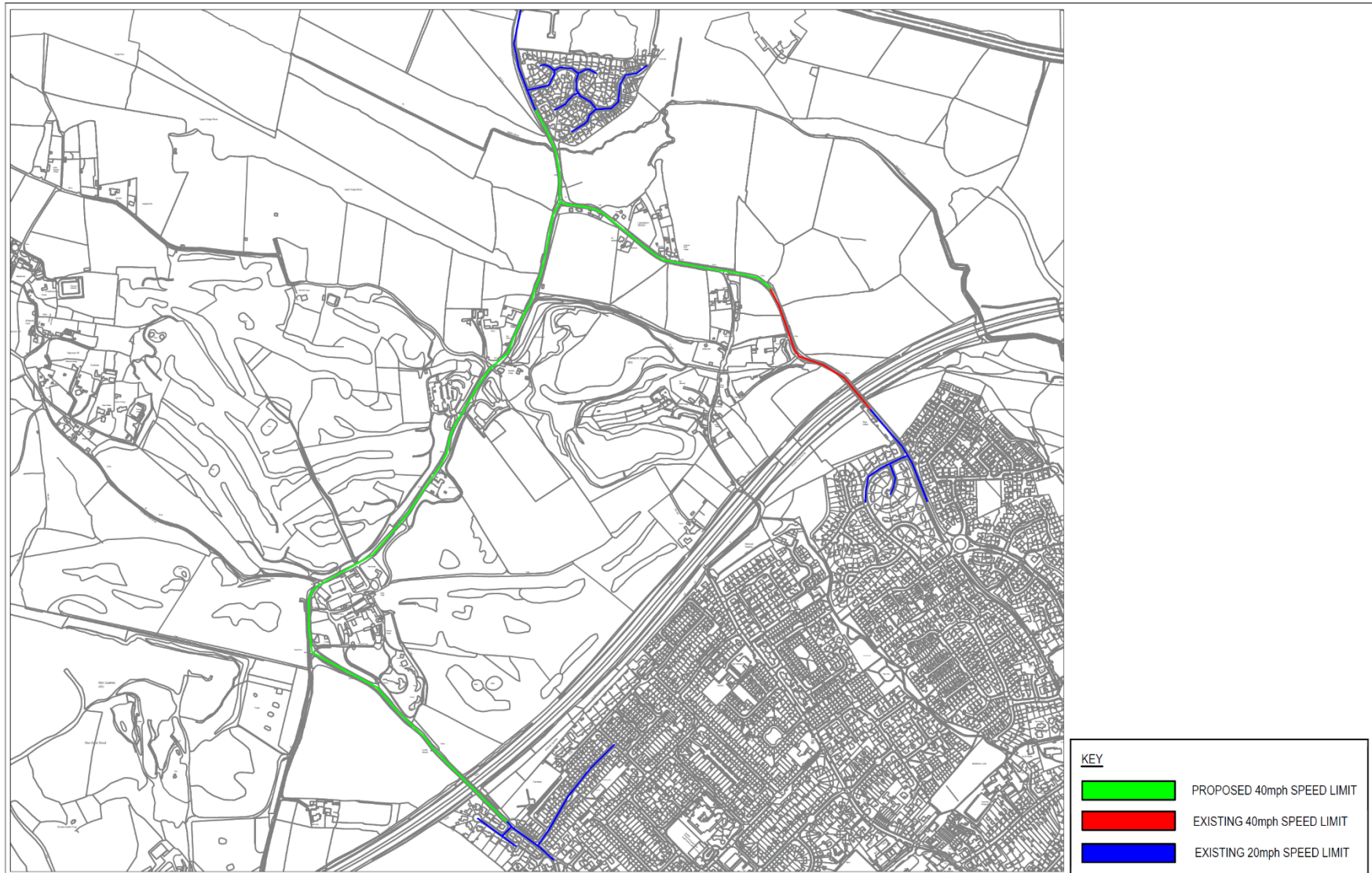
Drawing Number	Associated Road Name(s)	Details
2120	Church Road and Dewstow Road, Caldicot	Following representations received from the local community MCC propose to introduce a 40mph speed limit on Church Road and Dewstow Road, Caldicot. The proposal will contribute to creating a safer, more welcoming highway environment for all highway users and lessen the frequency and severity of road collisions.
2121	A466, Monmouth	Following representations received from the local community MCC propose to introduce an extension to the 30mph Zone on the A466 leading into Monmouth so it encompasses the entrance to Monmouth Showground. The proposal will contribute to creating a safer, more welcoming highway environment for all highway users and lessen the frequency and severity of road collisions.
2122	Leechpool Lane and Leechpool Holdings, Portskewett	Following representations received from the local community MCC propose to introduce a 40mph speed limit on Leechpool Lane and Leechpool Holdings, Portskewett. The proposal will contribute to creating a safer, more welcoming highway environment for all highway users and lessen the frequency and severity of road collisions.
2123	Llantilio School Road, Llantilio Pertholey	Following representations received from the local community MCC propose to introduce an extension to the 30mph speed limit on Llantilio School Road so it encompasses St Teilo's Church and other nearby residences. The proposal will also



		result in a more gradual reduction in speed leading into the community-wide 20mph speed limit throughout Abergavenny. The proposal will contribute to creating a safer, more welcoming highway environment for all highway users and lessen the frequency and severity of road collisions.
2124	A4077 Crickhowell Road and Church Road, Gilwern	Following representations received from the local community MCC propose to introduce a 40mph speed limit on A4077 Crickhowell Road and Church Road, Gilwern, allowing for a more gradual reduction in speed leading into the recently introduced 20mph speed limit in the Gilwern community. The proposal will contribute to creating a safer, more welcoming highway environment for all highway users and lessen the frequency and severity of road collisions.

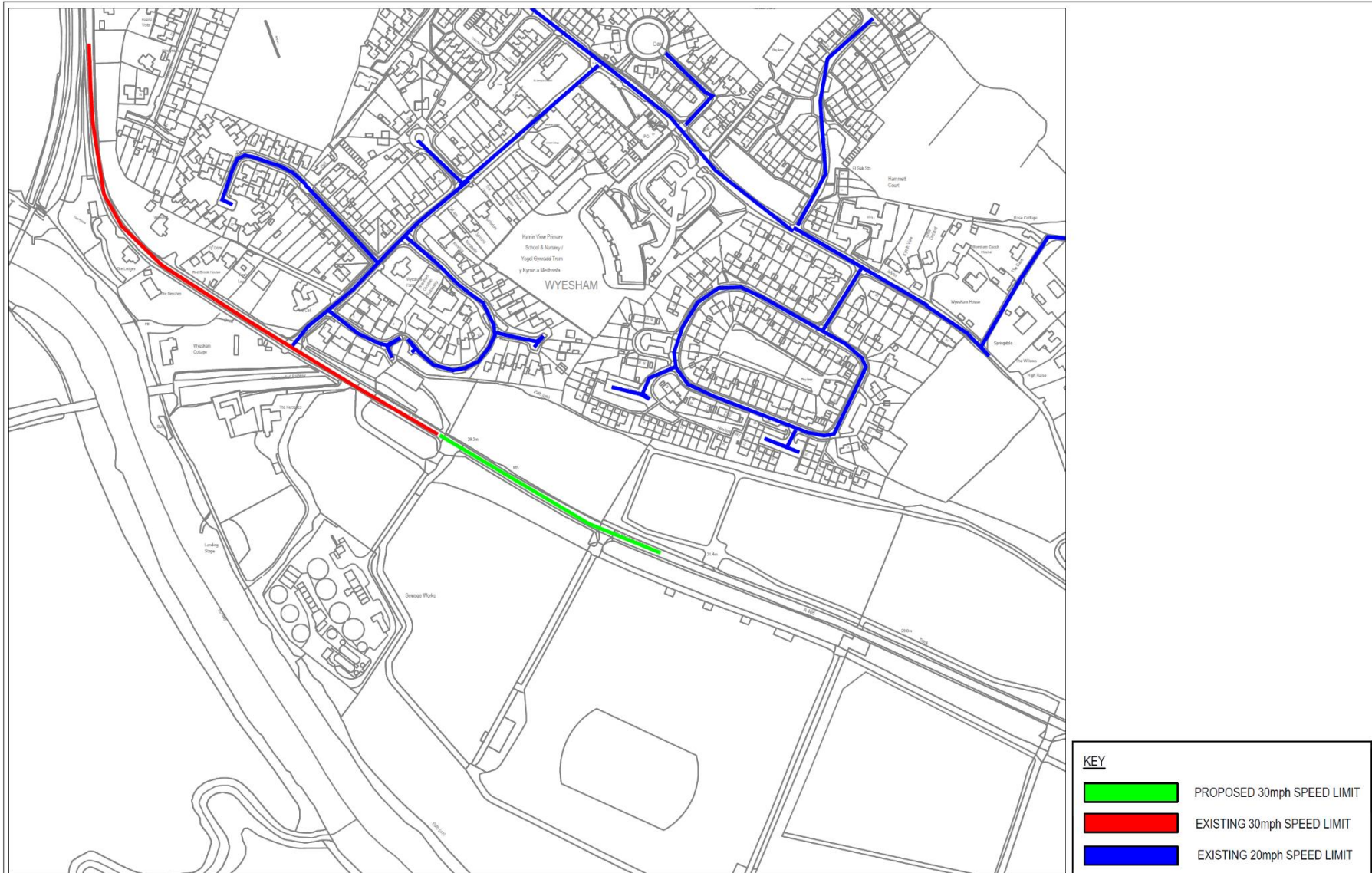
Appendix 4: Drawings

2120 – Church Road and Dewstow Road, Caldicot

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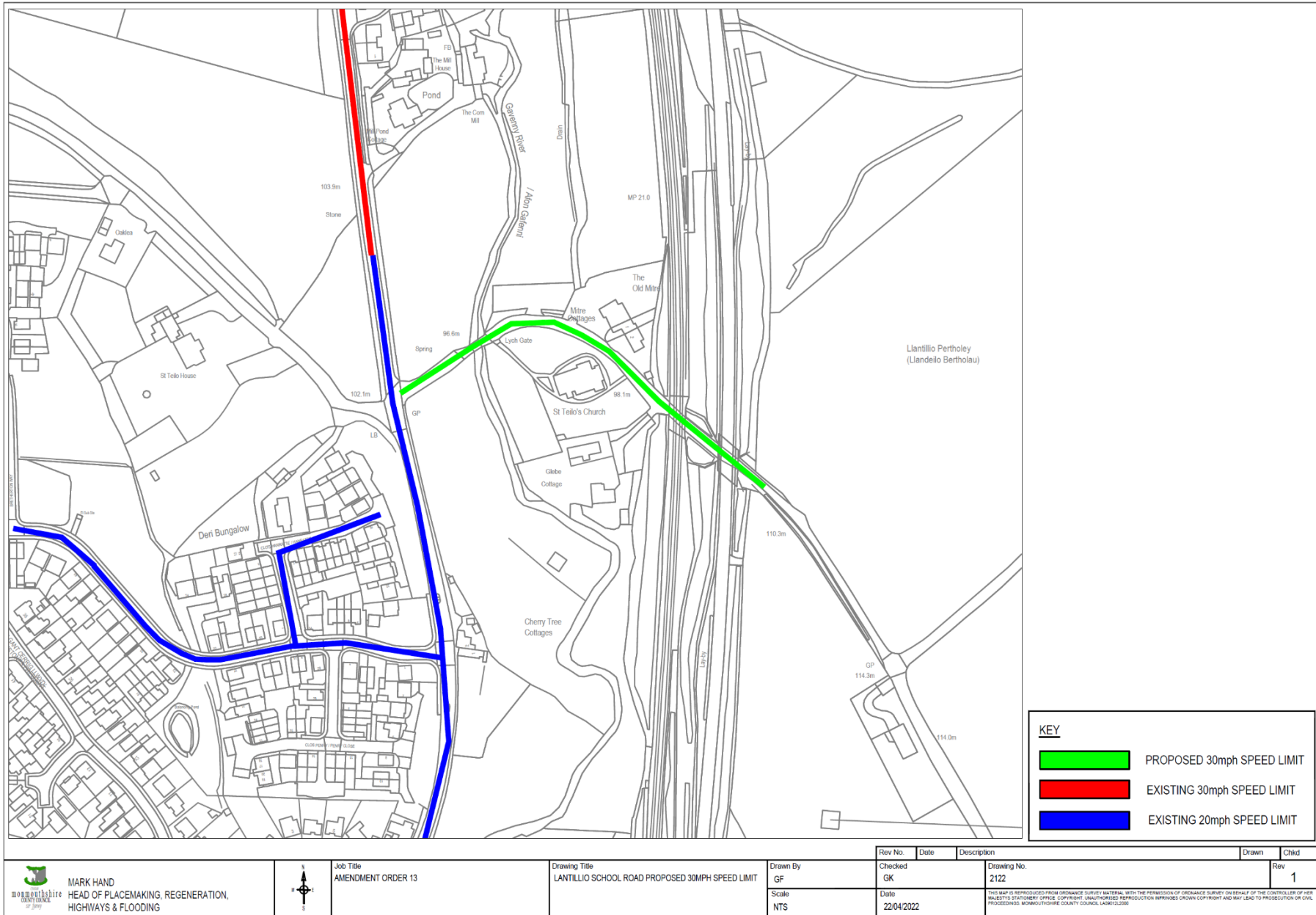



 <p>MARK HAND HEAD OF PLACEMAKING, REGENERATION, HIGHWAYS & FLOODING</p>		Job Title AMENDMENT ORDER 13	Drawing Title CAERWENT BROOK AND DEWSTOW ROAD PROPOSED 40MPH SPEED LIMIT	Drawn By GF	Checked GK	Rev No. 2120	Date 02/10/2023	Description	Drawn	Chkd
		Scale NTS	Date 02/10/2023	Drawing No. 2120	Rev 1	<small>THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. COPYRIGHT. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. MONMOUTHSHIRE COUNTY COUNCIL, LARGOLLOUGH</small>				



KEY	
	EXISTING 20mph SPEED LIMIT
	EXISTING 30mph SPEED LIMIT
	PROPOSED 30mph SPEED LIMIT

<p>MARK HAND HEAD OF PLACEMAKING, REGENERATION, HIGHWAYS & FLOODING</p>		Job Title	Drawing Title	Drawn By	Rev No	Date	Description	Drawn	Chkd
		AMENDMENT ORDER 13	A466 MONMOUTH PROPOSED 30MPH SPEED LIMIT EXTENSION	GF	GK	2121	02/10/2023		
				Scale	Date		<small>THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. COPYRIGHT: 2008. UNAUTHORISED REPRODUCTION IN WHOLE OR IN PART IS PROHIBITED. MONMOUTHSHIRE COUNTY COUNCIL LASH912008</small>		
				NTS	02/10/2023				




MARK HAND
 HEAD OF PLACEMAKING, REGENERATION,
 HIGHWAYS & FLOODING



Job Title
 AMENDMENT ORDER 13

Drawing Title
 LLANTILIO SCHOOL ROAD PROPOSED 30MPH SPEED LIMIT

Drawn By
 GF
 Scale
 NTS

Rev No.	Date	Description
Checked GK	Date 22/04/2022	

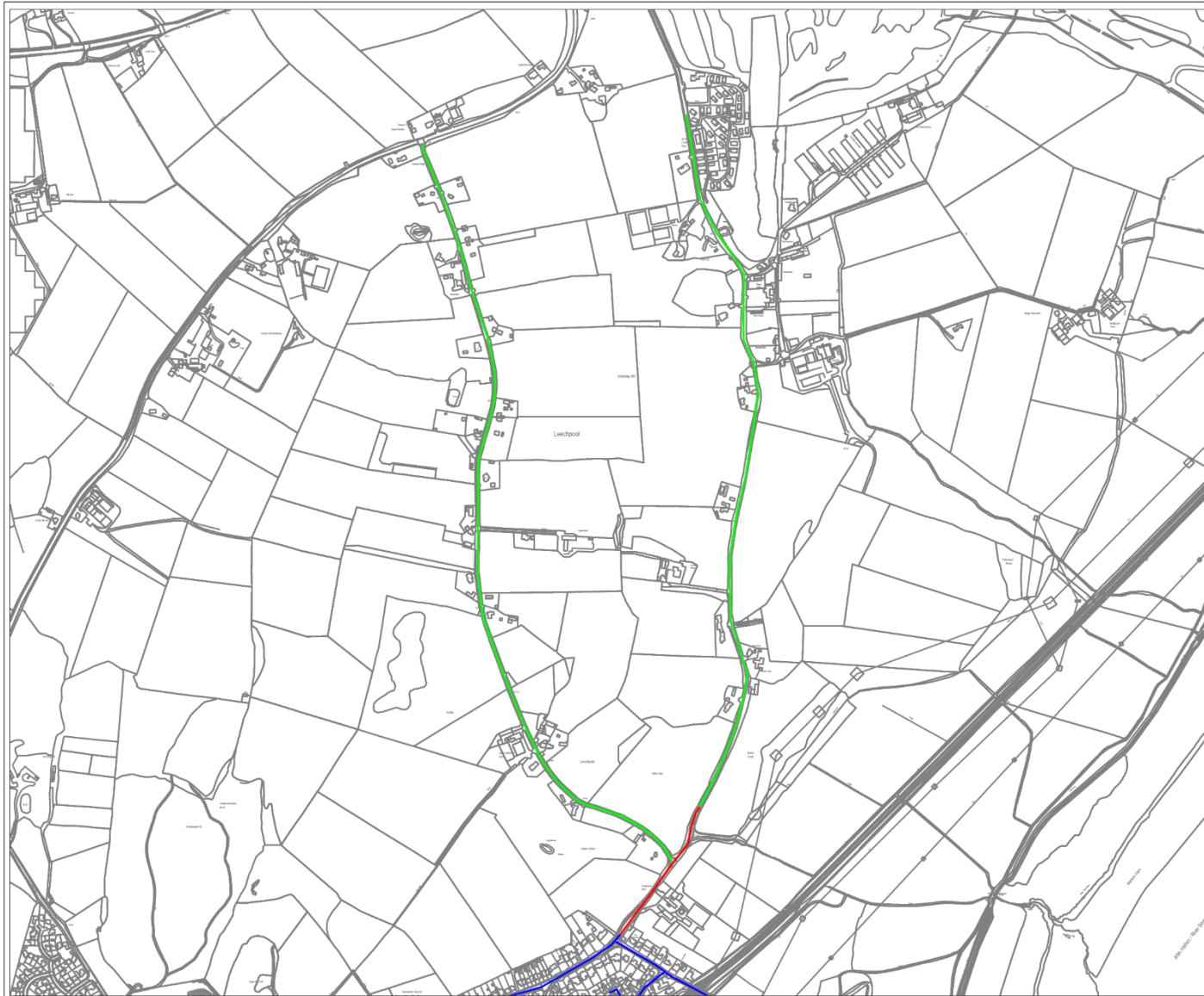
Drawn	Chkd
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Drawing No.
 2122



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 PROCEEDINGS. MONMOUTHSHIRE COUNTY COUNCIL, LAM113, 2008

2123 - Leechpool Lane and Leechpool Holdings, Portskewett

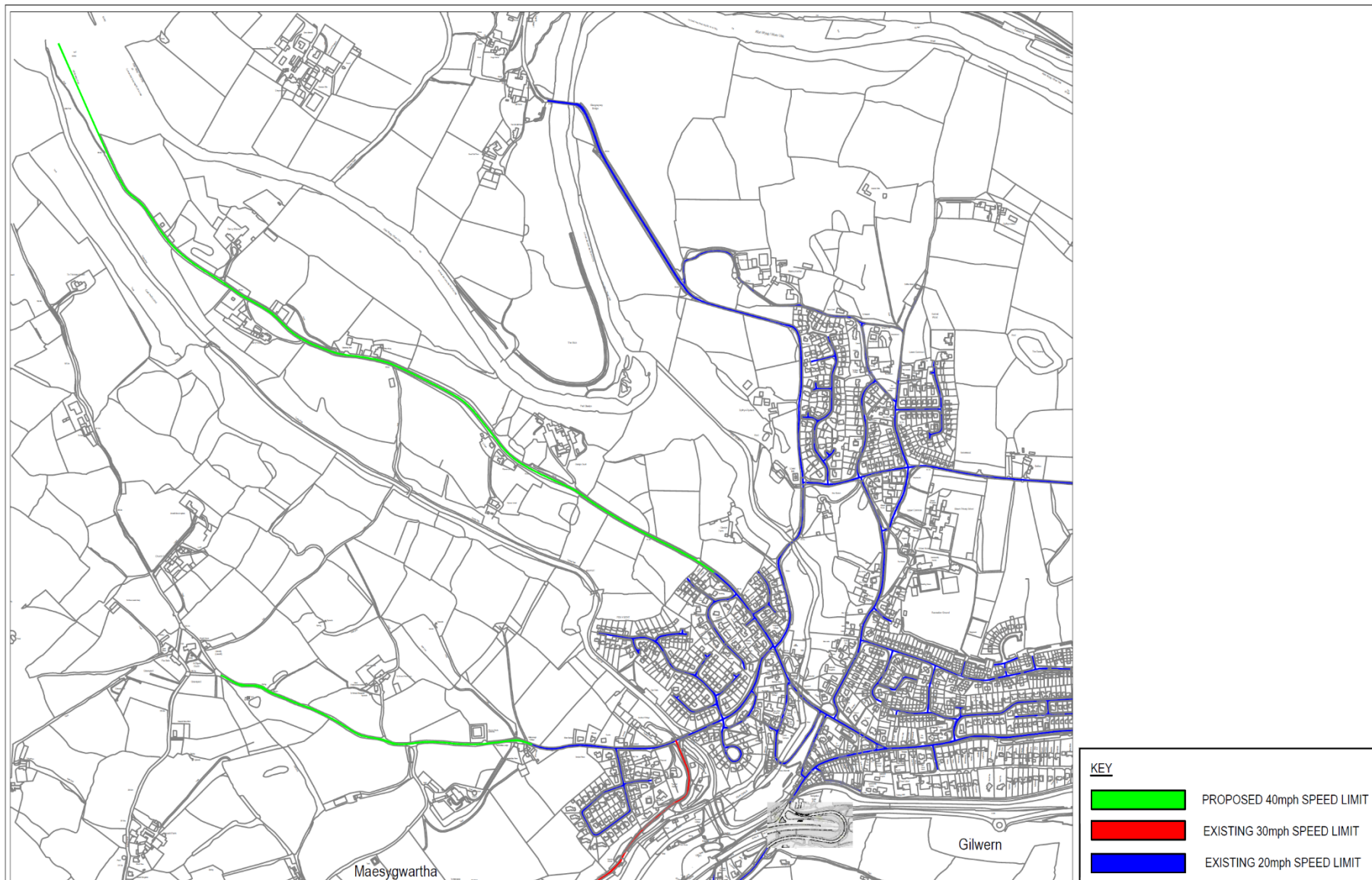
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KEY	
	PROPOSED 40mph SPEED LIMIT
	EXISTING 40mph SPEED LIMIT
	EXISTING 20mph SPEED LIMIT

 MARK HAND HEAD OF PLACEMAKING, REGENERATION, HIGHWAYS & FLOODING		Job Title AMENDMENT ORDER 13	Drawing Title LEECHPOOL HOLDINGS PROPOSED 40MPH SPEED LIMIT	Drawn By GF Scale NTS	Rev No. 02/10/2023	Date 22/04/2022	Description 	Drawing No. 02/10/2023	Drawn 	Chkd 1
					Checked GK	Date 	Description 	Drawing No. 	Drawn 	Chkd

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KEY	
	PROPOSED 40mph SPEED LIMIT
	EXISTING 30mph SPEED LIMIT
	EXISTING 20mph SPEED LIMIT

 MARK HAND HEAD OF PLACEMAKING, REGENERATION, HIGHWAYS & FLOODING		Job Title AMENDMENT ORDER 13	Drawing Title GILWERN PROPOSED 40MPH SPEED LIMIT	Drawn By GK	Rev No. GK	Date 22/04/2022	Description GILWERN PROPOSED 40MPH SPEED LIMIT	Drawing No. 2124	Drawn GK	Chkd GK
				Scale NTS	Date 22/04/2022	Description GILWERN PROPOSED 40MPH SPEED LIMIT	Drawing No. 2124	Drawn GK	Chkd GK	

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monmouthshire
sir fynwy

Integrated Impact Assessment Including Equality and Future Generations Evaluation

<p>Name of the Officer completing the evaluation</p> <p>Mark Hand Phone no: 01633 644773 E-mail: markhand@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To consider the proposed reduction in speed limits to 20mph or 30mph through the residential and rural routes identified.</p>
<p>Name of Service area</p> <p>Placemaking, Regeneration, Highways and Flooding</p>	<p>25/10/2023</p>

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Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	This proposal will reduce the travelling speeds of all vehicles through the settlements and along the routes identified. Which in turn will contribute to making the streets safer and reduce the severity of collisions. All highway users should feel safer negotiating the highway, due to the reduction in travelling speeds. Particularly those vulnerable members of society, such as older people and children.	None identified at this stage	N/A.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	These proposals will reduce the travelling speeds of all vehicles through the settlements and along the routes identified. Which in turn will contribute to making the streets safer and reduce the severity of collisions. All highway users should feel safer negotiating the highway, due to the reduction in travelling speeds. Particularly those vulnerable members of society, such as people with disabilities.	None identified at this stage	N/A
Gender reassignment	None identified at this stage	None identified at this stage	N/A
Marriage or civil partnership	None identified at this stage	None identified at this stage	N/A
Pregnancy or maternity	This proposal will reduce the travelling speeds of all vehicles through the settlements and along the routes identified. Which in turn will contribute to making the streets safer and reduce the severity of collisions. All highway users should feel safer negotiating the highway, due to the reduction in travelling speeds. Particularly those vulnerable members of society, such as pregnant women or new parents and their infants.	None identified at this stage	N/A
Race	None identified at this stage	None identified at this stage	N/A
Religion or Belief	None identified at this stage	None identified at this stage	N/A
Sex	None identified at this stage	None identified at this stage	N/A
Sexual Orientation	None identified at this stage	None identified at this stage	N/A

The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Socio-economic Duty and Social Justice	Reduced traffic speeds create safer environments for active travel, which benefits those who cannot afford to run a car.	None identified at this stage	N/A

Policy making and the Welsh language.



How does your proposal impact on the following aspects of the Council's Welsh Language Standards?	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<p>Policy Making</p> <p>Effects on the use of the Welsh language,</p> <p>Promoting Welsh language</p> <p>Treating the Welsh language, no less favourably</p>	<p>Consultation has been bilingual</p>	<p>None identified at this stage</p>	<p>N/A</p>
<p>Operational</p> <p>Recruitment & Training of Workforce</p>	<p>There are no recruitment implications from this proposal</p>	<p>None identified at this stage</p>	<p>N/A</p>
<p>Service delivery</p> <p>Use of Welsh language in service delivery</p> <p>Promoting use of the language</p>	<p>All new highway signs and carriageway markings will be bi-lingual with Welsh appearing in front of English as per current guidance.</p>	<p>None identified at this stage</p>	<p>N/A</p>




2. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well, Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Neutral	N/A
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g., climate change)	Positive: lower travelling speeds should contribute to enhancing biodiversity by reducing dependency on motorised vehicles and encourage more sustainable modes of transport such as walking, cycling and scooting.	N/A
A Healthier Wales People's physical and mental wellbeing is maximized, and health impacts are understood	Positive: A safer highway environment will ultimately protect life and improve people's mental wellbeing.	N/A
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive: lower travelling speeds will contribute to making the streets safer and encourage community cohesion.	N/A
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive: lower travelling speeds should contribute to enhancing general wellbeing and decarbonisation by reducing dependency on motorised vehicles and encourage more sustainable modes of transport such as walking, cycling and scooting.	N/A
A Wales of vibrant culture and thriving Welsh language	Neutral	N/A

Well, Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive: lower travelling speeds should contribute to encouraging more sustainable modes of transport such as walking, cycling and scooting and thereby less reliance on motorised transport.	N/A

3. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
Page 25  Long Term Balancing short term need with long term and planning for the future	Lower travelling speeds should contribute to enhancing long term general wellbeing and decarbonisation by reducing dependency on motorised vehicles.	N/A
 Collaboration Working together with other partners to deliver objectives	Collaboration with partners in Gwent Police/GoSafe and Welsh Government has taken place in developing this proposal. Ongoing partnership working will be necessary to understand compliance levels. The proposals were subject to early engagement with locally elected representatives to help shape the proposals.	N/A

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Statutory consultation has been undertaken with all necessary stakeholders including the general public. The proposals were subject to early engagement with locally elected representatives to help shape the proposals.</p>	<p>N/A</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Properly aligning speed limits with the associated highway environment will reduce that the number and severity of road traffic collisions resulting in significant reductions in service demand and costs to the NHS.</p>	<p>None identified at this stage</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposal should have a positive impact on wellbeing, by providing a more welcoming highway environment for all users.</p>	<p>None identified at this stage</p>

4. Council has agreed the need to consider the impact its decisions have on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	None identified at this stage	None identified at this stage	N/A
Safeguarding	None identified at this stage	None identified at this stage	N/A
Corporate Parenting	None identified at this stage	None identified at this stage	N/A

5. What evidence and data has informed the development of your proposal?

Page 27	<ul style="list-style-type: none"> • Welsh Government’s “Setting local speed limits” Guidance. • Representations received and in discussion with the respective local communities. • Traffic data.
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6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

Positive impacts: The proposed reduction in speed limits will have an overall positive impact on the communities. Lower travelling speeds will encourage the use of alternative travel modes and lessen the severity of road traffic collisions. The proposals will contribute to making the roads safer for all users.

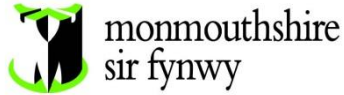
7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible
Implement to speed limit proposals as advertised	Following the making and publication of the traffic regulation orders	Traffic Team (Graham Kinsella, Phaedra Cleary, Gareth Freeman)

8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision-making process. It is important to keep a record of this process to demonstrate how you have considered and built-in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	ICMD	November 2023	

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SUBJECT:	VARIOUS TRAFFIC REGULATION ORDERS - AMENDMENT ORDER NO. 12 2023
MEETING:	INDIVIDUAL CABINET MEMBER DECISION – COUNCILLOR CATRIN MABY
DATE:	29th November 2023
DIVISION/WARDS AFFECTED:	PORTSKEWETT, CANTREF, MONMOUTH TOWN, OVERMONNOW, DEVAUDEN, MAGOR EAST WITH UNDY

1. PURPOSE:

- 1.1.1 This report seeks Cabinet Member approval to proceed with several Traffic Regulation Orders throughout Monmouthshire. The Traffic Orders under consideration are listed under section 2 of this report.
- 1.2 The proposed Orders were advertised in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- 1.3 If significant unresolved objections arise from the consultation, a public inquiry can be held to reach a decision. However, in this instance, it is considered that a public inquiry is not required. It is recommended that all the proposals proceed with the Traffic Orders made as originally planned.

2. RECOMMENDATIONS:

- 2.1 It is recommended to not hold a public inquiry, and to proceed to approve and implement the proposed Orders identified below:
 - 2.1.1 Prohibition of Waiting at Any Time on Main Road, Portskewett.
 - 2.1.2 Prohibition of Waiting at Any Time on Pentre Lane, Pentre Farm Road, C6-7 (Pentre Road), C6-6 (Penygrais Road) and C6-13 (Llwyddreg Road), Abergavenny;
 - 2.1.3 Prohibition of Waiting at Any Time on Wonastow Road, Monmouth.
 - 2.1.4 Residents Permit Holders Only Parking Bays on Drybridge Street, Monmouth;
 - 2.1.5 Prohibition of Driving on Cwm Fagor Road, Devauden;
 - 2.1.6 Prohibition of Driving on Silurian Road, Undy;

3. KEY ISSUES

- 3.1 Monmouthshire County Council has received various requests and concerns from stakeholders and community representatives to introduce various Traffic Regulation Orders in the below named localities. A review of the responses received and concerns raised at each location listed below has been undertaken by officers and in accordance with government guidance and regulations. The proposals are intended to improve road safety for all highway users and resolve parking issues at each location. A summary of the key

issues for each location can be found below and these form the basis for the reasons for making the Order.

3.1.1 **Main Road, Portskewett**

Concerns have been raised by residents of the Portskewett Community, as well as the local elected ward representative, regarding safety on Main Road near the Pharmacy in Portskewett. The issue primarily revolves around vehicles being parked in a way that creates a physical and visual obstruction which is exacerbated by the bend in the road.

In order to address this issue and ensure the smooth and safe flow of traffic in this area, the authority is proposing the implementation of a Prohibition of Waiting at Any Time Order.

This measure aims to enhance overall road safety, benefiting all individuals who use this route by restricting unsafe parking practices that hinder safety and obstruct the free flow of traffic, thereby reducing potential hazards within the area covered by the proposed order.

3.1.2 **Pentre Lane, Pentre Farm Road, C6-7 (Pentre Road), C6-6 (Penygrais Road) and C6-13 (Llwyddreg Road), Abergavenny**

Following representations received from the local community and relevant stakeholders, it has come to our attention that the access road leading to the Sugarloaf Carpark at Llanwenarth, which is a narrow single-track lane, often experiences a high volume of traffic. During these times, it is commonplace for vehicles to park in an obstructive manner at locations which are essential for use as passing places. To address and alleviate this issue, ensuring the smooth and safe movement of vehicles in this area, the Authority proposes the implementation of a Prohibition of Waiting at Any Time at specific strategic locations.

The order aims to enhance the safety of this roadway for all users and prevent motorists from parking in an obstructive manner within the areas covered.

3.1.3 **Wonastow Road and Drybridge Street, Monmouth**

Highway and footway alterations are proposed within the vicinity of Wonastow Road and Drybridge Street, Monmouth that will accommodate a new Active Travel route between Williams Field Lane and Monmouth Town. This will result in the narrowing of Wonastow Road, and it is considered necessary to restrict vehicular parking along Wonastow Road by introducing a Prohibition of Waiting at Any Time order, to ensure the free flow of traffic along this route.

This measure aims to enhance overall road safety and encourage active travel and modal shift, benefiting all individuals who use this route. It will restrict obstructive parking practices that hinder safety and obstruct the free flow of traffic, thereby reducing potential hazards within the area covered by the proposed order.

It has been identified that introduction of this order would remove on-street parking on Wonastow Road. A survey has been carried out and identified that most of this on-street parking was being used by residents of homes on Drybridge Street who were unable to park closer to their homes due to use of the mixed resident permit and short stay on-street parking. To mitigate this, the on-street parking on Drybridge Street will be amended to be resident permit only parking bays for the residents of 1-41 Drybridge Street (and adjacent Cottages) at the locations identified in drawing 2116. Sufficient space exists within this area on Drybridge Street for 15 cars, which matches the number of resident permits issued for this area, so removing the short stay parking should allow all permit holders to park on Drybridge Street. The loss of short stay parking for non-residents is outweighed by the benefits of the project in providing for modal shift and safer pedestrian and cycle routes. In addition, other car parks are available nearby. A building containing three apartments and another dwelling on Wonastow Road do not have off-street parking and would be unable to park on-street where they currently park (the dwelling having previously converted its

detached dwelling). The Council does not have a duty to provide parking for properties without off-street parking, but has sought to mitigate where possible. In this instance, alternative on-street parking is available on Somerset Road, a very short distance away.

3.1.4 Cwm Fagor Road, Devauden

The recently completed housing development at Cwm Fagor Road in Devauden included the closure of an existing junction onto the B4293, as well as the construction of a new access road and junction, in accordance with the provisions outlined in Section 278 of the Highways Act 1980.

Consequently, the previous junction and a segment of Cwm Fagor Road was modified to restrict its use to pedestrian and cyclist access only. In order to formalise this arrangement, it is proposed to introduce a Prohibition of Driving Order on part of Cwm Fagor Road.

3.1.5 Silurian Road, Undy

As a part of the new housing development at Rockfield Farm in Undy, off-site highway improvements were necessary on Silurian Road (previously known as The Elms). These improvements were essential to facilitate access to the new houses and ensure safe access to the next phase of development at Rockfield Farm.

As a result of these improvement works, it has become necessary to limit access to Rockfield Grove to pedestrians and cyclists only. This means that vehicles will not be allowed to use Rockfield Grove for access; instead, they will use the junction onto the B4245, which was specifically designed to accommodate all traffic coming from the development site.

In order to formalise this arrangement, it is proposed to introduce a Prohibition of Driving Order at the junction of Silurian Road and Rockfield Grove.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

- 4.1 The prohibition of waiting proposals aim to support improvements to the safety of highway users and ensure the free flow of traffic along the highway network. The introduction of waiting restrictions, will encourage more appropriate parking practices and support guidance provided in the Highway Code and Traffic Management Act.
- 4.2 Residents Only Parking Permit schemes will have a benefit to the residents of the proposed areas, ensuring parking provisions are readily available in the vicinity of their homes, ultimately improving their wellbeing and quality of life.
- 4.3 The prohibition of driving orders will ensure motorists are legally restricted in their ability to access physically restricted areas of public highway, this will allow pedestrians to feel safer and subsequently encourage social and community gatherings in the area.

5. OPTIONS APPRAISAL

5.1 Table One below provides an options appraisal of the proposal:

Options	Benefits	Risks	Comments / Mitigation
No action	<ul style="list-style-type: none"> Less demand on officer time and resource/budget 	<ul style="list-style-type: none"> Communities remain at risk from existing inconsiderate/inappropriate parking practices. 	The benefits outweigh the resource

		<ul style="list-style-type: none"> Vehicles continue to be able to be legally entitled to access physically restricted areas of the public highway. Motorists continue abuse available parking spaces and leave vehicles for extended periods of time in an obstructive manner. 	implications .
Adopt the proposals as originally proposed	<ul style="list-style-type: none"> A safer highway environment for all users with the free flow of traffic maintained. Obstructive parking practices legally restricted. Parking provisions ensured for residents. Physically restricted areas of public highway now legally inaccessible. 	<ul style="list-style-type: none"> Vehicles may be displaced, causing parking stress elsewhere particularly for residences with no off-street parking on Wonastow Road, Monmouth. 	This is the preferred option.

6. REASONS:

- 6.1 The proposals will support the national policy for improving road safety by creating a safer, more welcoming highway environment for all highway users and lessening the frequency and severity of road traffic collisions and ensuring the free flow of traffic through the highway network.
- 6.2 The proposals will result in a positive impact on the health and wellbeing throughout the affected communities.
- 6.3 Existing arrangements can continue at Silurian Road, Undy.

7. RESOURCE IMPLICATIONS:

- 7.1 The proposals will be funded from the Council's Road Safety and Traffic Management budget. If necessary, the implementation of some measures may be delayed until the new financial year.

8. CONSULTEES:

- Cabinet Member for Climate Change and the Environment
- Cabinet
- Communities and Place DMT
- SLT including Monitoring Officer and S151 Finance Officer
- The Traffic Orders were publicised in accordance with the statutory process including notification of County Councillors for the affected wards and the relevant Town/Community Council.

9. BACKGROUND PAPERS:

- Appendix 1: Schedule of consultation responses
- Appendix 2: Summary of consultation responses
- Appendix 3: Notice of Intention as published as part of the consultation
- Appendix 4: Statement of Reasons as published as part of the consultation
- Appendix 5: Drawing no's 1956, 2116, 2117, 2118 and 2119.
- Appendix 6: Wellbeing of Future Generations Equalities Impact Assessment

10. AUTHORS:

- Mark Hand, Head of Placemaking, Highways and Flooding
- Graham Kinsella, Traffic and Road Safety Manager

Gareth Freeman, Assistant Engineer (Traffic)

11. CONTACT DETAILS:

E-mail: markhand@monmouthshire.gov.uk

E-mail: garethfreeman@monmouthshire.gov.uk

Appendix 1: Schedule of Consultation Responses

Reference	Comments	Officers Response	Location and Order
Agree (Online Form Response #224)	Makes sense!	Response noted.	Not Specified
Agree (Online Form Response #232)	Widening the footpath will improve accessibility to town for residents. Local residents who rely on the on street parking on Wonastow Road are concerned there will be sufficient spaces and effective enforcement to prevent non-residents parking on Drybridge Street.	Response noted. The proposed introduction of several Residents Permit Parking Only bays on Drybridge Street will remove the limited waiting element of the bays currently in place, they will then be reserved for residents of Drybridge Street who, as revealed by a recent parking survey, currently struggle to park due to the bays being unavailable. Residents of Wonastow Road without off-street parking will be able to utilise the unrestricted parking locations in nearby streets and will also be able to utilise the free car parks on Rockfield Road and Cinderhill Street. Monmouthshire County Council will endeavour to station Civil Enforcement Officers at this site to ensure appropriate levels of parking enforcement take place.	Prohibition of Waiting at Any Time - Wonastow Road, Monmouth / Residents Permit Holders Only Parking Bays - Drybridge Street, Monmouth
Somewhat Agree (Online Form Response #233)	This is a response to the proposal entitled 'To introduce a Prohibition of Waiting at Any Time on Main Road, Portskewett'. I am in favour of the proposal and agree with the views expressed by others of the local community. However, I don't feel it goes far enough; I fear that it will only make things worse elsewhere. Vehicles, especially delivery and tradespeople's vans, will just move further down the road towards Sudbrook Road. This stretch of Main Road is narrow and the footpath narrower and on an S-bend which makes it hazardous	The issue primarily revolves around vehicles being parked in a way that creates a physical and visual obstruction which is exacerbated by the bend in the road. The Prohibition of Waiting is therefore proposed at a location that addresses this issue. It is not considered appropriate or necessary to extend the restriction further along Main Road as this will restrict the ability of residents to park outside their property at a location where the above mentioned issue is not prevalent.	Prohibition of Waiting - Main Road, Portskewett

	<p>especially when a bus or large lorry is driving along it. (I have photographic of an adult and child forced to walk in the road round a van parked half on the pavement). I would have thought it would make sense, therefore, to extend the yellow lines to the junction with Sudbrook Road. Also, as you travel eastwards towards the pharmacy/pub and you reach the top of the S-bend, you are often confronted with 6-8 cars and vans parked on the left-hand side on opposite side of the road to the Portskewett Pharmacy and Inn. Many of the cars belong to customers to the Pharmacy which has a very small car park. This means vehicles have to travel for some distance on the opposite side of the road. This makes it especially hazardous coming out of Wedgewood Drive as the parked vehicles mean that cars travelling on Main Road towards Chepstow pass the junction on the wrong side of the road. Drivers coming out of Wedgewood Drive already have to contend with a telegraph pole and foliage on the right-hand side and a wall on the left. This means they have to come right out to the edge of Main Road to get a clear sight. Added to this is the fact that vehicles come round the S-bend so they are not seen until they get to within around 25 metres which gives them little time to stop even if going at the regulation 20mph. I haven't got an answer to this apart from having double yellow lines on both sides of the road. (I would be pleased to provide evidence of this to anyone who would like to take a site visit.) Of course the effectiveness of any changes depends on the quality of the</p>	<p>The location of the restriction has been selected with the means of enhancing overall road safety and ensuring the smooth and safe flow of traffic in this area whilst also maintaining parking availability where it is considered safe to do so.</p>	
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	<p>enforcement. As it is, vehicles often park half on the pavement over the double yellow lines outside the pub. I would welcome the opportunity to discuss this further.</p>		
<p>Disagree (Online Form Response #234)</p>	<p>No need for further Wonastow Road parking restrictions. Issue of deliveries and limited parking for dropping off.</p>	<p>Following proposed highway and footway developments within the vicinity of Wonastow Road and Drybridge Street, Monmouth that will accommodate a new Active Travel route between Williams Field Lane and Monmouth Town which will result in the narrowing of Wonastow Road, it is considered necessary to restrict vehicular parking along Wonastow Road by introducing a Prohibition of Waiting at Any Time order, this will ensure the free flow of traffic along this route.</p> <p>This measure aims to enhance overall road safety, benefiting all individuals who use this route by restricting obstructive parking practices that hinder safety and obstruct the free flow of traffic, thereby reducing potential hazards within the area covered by the proposed order.</p> <p>Loading will not be restricted by the order, additionally there will be several limited waiting bays within the vicinity of the Indian Takeaway that can be utilised for deliveries.</p>	<p>Prohibition of Waiting at Any Time - Wonastow Road, Monmouth / Residents Permit Holders Only Parking Bays - Drybridge Street, Monmouth</p>
<p>Disagree (Online Form Response #235)</p>	<p>Wonastow Road, Monmouth See email of 17th February 2023 to Mr Rob Davies, senior engineer Monmouthshire CC, and Mr Steven Garratt councillor for Overmonnow ward. This property and Brook Cottage No1, have no off road parking. The speed limit is 20mph and there are no records of vehicle accidents on this section of road. We would accept a resident permit</p>	<p>Following proposed highway and footway developments within the vicinity of Wonastow Road and Drybridge Street, Monmouth that will accommodate a new Active Travel route between Williams Field Lane and Monmouth Town which will result in the narrowing of Wonastow Road, it is considered necessary to restrict vehicular parking along Wonastow Road by</p>	<p>Prohibition of Waiting at Any Time - Wonastow Road, Monmouth / Residents Permit Holders Only Parking Bays - Drybridge Street, Monmouth</p>

	<p>holder scheme to enable us to continue parking on the road. I will try to forward the original email to Mark Hand at the County Council.</p>	<p>introducing a Prohibition of Waiting at Any Time order, this will ensure the free flow of traffic along this route.</p> <p>This measure aims to enhance overall road safety, benefiting all individuals who use this route by restricting obstructive parking practices that hinder safety and obstruct the free flow of traffic, thereby reducing potential hazards within the area covered by the proposed order.</p> <p>The proposed introduction of several Residents Permit Parking Only bays on Drybridge Street will remove the limited waiting element of the bays currently in place, they will then be reserved for residents of Drybridge Street who, as revealed by a recent parking survey, currently struggle to park due to the bays being unavailable. Residents of Wonastow Road without off-street parking will be able to utilise the unrestricted parking locations in nearby streets and will also be able to utilise the free carparks on Rockfield Road and Cinderhill Street.</p>	
<p>Disagree (Email Response - Cllr Jane Lucas)</p>	<p>I would like to object to the proposed traffic order 2116, as it will be removing approx. 30 free car parking spaces which are in great demand. I have been past this morning and ever over day on countless times to see that both the free car parks (Cinderhill St & Skate Park) are full. We need more free car parking and not removing what we have. In relation to the residents, who rightly should be able to park there, they do and currently do not have pay for a permit or by</p>	<p>Following proposed highway and footway developments within the vicinity of Wonastow Road and Drybridge Street, Monmouth that will accommodate a new Active Travel route between Williams Field Lane and Monmouth Town which will result in the narrowing of Wonastow Road, it is considered necessary to restrict vehicular parking along Wonastow Road by introducing a Prohibition of Waiting at Any Time order, this will ensure the free flow of traffic along</p>	<p>Prohibition of Waiting at Any Time - Wonastow Road, Monmouth / Residents Permit Holders Only Parking Bays - Drybridge Street, Monmouth</p>

	<p>restricted to only one car per household, and as we now most households have more than one car, so where are they going?</p> <p>Having attended the Chamber of Commerce a couple of weeks ago, they very clearly wanted more parking.</p>	<p>this route.</p> <p>This measure aims to enhance overall road safety, benefiting all individuals who use this route by restricting obstructive parking practices that hinder safety and obstruct the free flow of traffic, thereby reducing potential hazards within the area covered by the proposed order.</p> <p>The proposed introduction of several Residents Permit Parking Only bays on Drybridge Street will remove the limited waiting element of the bays currently in place, they will then be reserved for residents of Drybridge Street who, as revealed by a recent parking survey, currently struggle to park due to the bays being unavailable. Residents of Wonastow Road without off-street parking will be able to utilise the unrestricted parking locations in nearby streets and will also be able to utilise the free carparks on Rockfield Road and Cinderhill Street.</p>	
<p>Disagree (Email response)</p>	<p>I'm writing to OBJECT to the proposal to restrict parking on Wonastow Road and Drybridge Street. The removal of even further free parking from the town and the introduction of resident permits, are poorly thought out proposals. You only have to look at other towns in the area which have removed free parking to know that it will further the demise of High Streets.</p>	<p>Following proposed highway and footway developments within the vicinity of Wonastow Road and Drybridge Street, Monmouth that will accommodate a new Active Travel route between Williams Field Lane and Monmouth Town which will result in the narrowing of Wonastow Road, it is considered necessary to restrict vehicular parking along Wonastow Road by introducing a Prohibition of Waiting at Any Time order, this will ensure the free flow of traffic along this route.</p> <p>This measure aims to enhance</p>	<p>Prohibition of Waiting at Any Time - Wonastow Road, Monmouth / Residents Permit Holders Only Parking Bays - Drybridge Street, Monmouth</p>

		<p>overall road safety, benefiting all individuals who use this route by restricting obstructive parking practices that hinder safety and obstruct the free flow of traffic, thereby reducing potential hazards within the area covered by the proposed order.</p> <p>The proposed introduction of several Residents Permit Parking Only bays on Drybridge Street will remove the limited waiting element of the bays currently in place, they will then be reserved for residents of Drybridge Street who, as revealed by a recent parking survey, currently struggle to park due to the bays being unavailable. Residents of Wonastow Road without off-street parking will be able to utilise the unrestricted parking locations in nearby streets and will also be able to utilise the free car parks on Rockfield Road and Cinderhill Street.</p> <p>As referenced above there are 2 free car parks in the local vicinity. In addition to the number of paying car parks within Monmouth town which provide a parking solution for visitors and workers in town.</p>	
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Appendix 2: Summary of Consultation Responses

Location	Agree	Somewhat Agree	Disagree
Not Specified	1	0	0
Wonastow Road and Drybridge Street, Monmouth	1	0	4
Main Road, Portskewett	0	1	0

Appendix 3: Notice of Intention

ROAD TRAFFIC REGULATION ACT 1984

NOTICE OF INTENTION TO MAKE A PERMANENT ORDER

MONMOUTHSHIRE COUNTY COUNCIL MONMOUTHSHIRE COUNTY COUNCIL TRAFFIC REGULATION, SPEED LIMITS AND PARKING REGULATIONS CONSOLIDATION ORDER 2019 (AMENDMENT ORDER NO 12) 2023

PROPOSED PROVISION AND AMENDMENTS TO TRAFFIC ORDERS WITHIN VARIOUS COMMUNITIES IN MONMOUTHSHIRE

NOTICE IS HEREBY GIVEN that Monmouthshire County Council of County Hall, The Rhadyr, Usk, NP15 1GA ("the Council") propose to make a Road Traffic Regulation Order as follows:

EFFECT OF THE ORDER:

- To introduce a Prohibition of Waiting at Any Time on part of Main Road, Portskewett.
- To introduce a Prohibition of Waiting at Any Time on parts of Wonastow Road, Monmouth.
- To introduce Residents Permit Holders Only Parking Bays on Drybridge Street, Monmouth.
- To introduce a Prohibition of Driving on Cwm Fagor Road, Devauden.
- To introduce a Prohibition of Driving on Silurian Road, Undy.
- To introduce a Prohibition of Waiting at Any Time on parts of Pentre Lane, Pentre Farm Road, C6-7 (Pentre Road), C6-6 (Penygrais Road) and C6-13 (Llwyddreg Road), Abergavenny.

Within the locations identified on the plans, which are available to view at County Hall, Usk or online via <http://www.monmouthshire.gov.uk/public-consultation-traffic>

Further details of the proposed Order, comprising a copy of the draft order, plans and a statement of reasons for proposing to make the Order may be examined via pre-arranged appointment at County Hall, Usk NP15 1GA (appointments can be arranged by e-mailing traffic@monmouthshire.gov.uk) or by phoning 01633 644644 or online via <http://www.monmouthshire.gov.uk/public-consultation-traffic> or the via the below QR code

Any representations in respect of this proposal should be made not later than 5pm on **Wednesday the 26th October 2023** by either:

- Sending a written letter, stating the grounds on which the representation is being made, addressed to: Traffic Section, Monmouthshire County Council, County Hall, Usk NP15 1GA;
- Or by scanning the QR code below and selecting "How to comment on a proposed TRO", where the public Consultation response form can be accessed.

Date: 4th October 2023

Mark Hand,
Head of Placemaking, Regeneration, Highways and Flooding,
Monmouthshire County Council



Appendix 4: STATEMENT OF REASONS

MONMOUTHSHIRE COUNTY COUNCIL MONMOUTHSHIRE COUNTY COUNCIL TRAFFIC REGULATION, SPEED LIMITS AND PARKING REGULATIONS CONSOLIDATION ORDER 2019 (AMENDMENT ORDER NO 12) 2023

PROPOSED PROVISION AND AMENDMENTS TO TRAFFIC ORDERS WITHIN VARIOUS COMMUNITIES IN MONMOUTHSHIRE EFFECT OF THE ORDER:

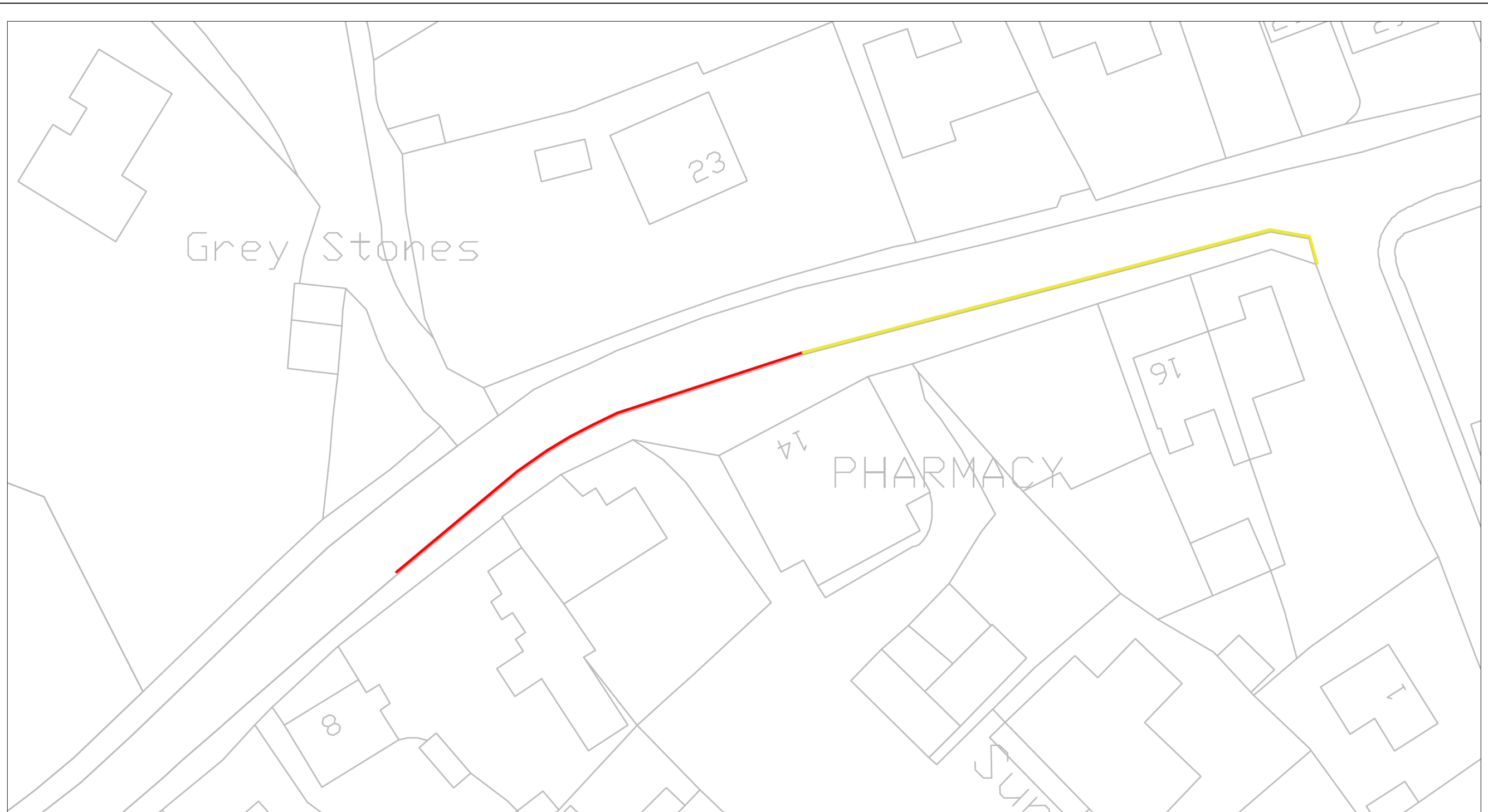
- To introduce a Prohibition of Waiting at Any Time on part of Main Road, Portskewett.
- To introduce a Prohibition of Waiting at Any Time on parts of Wonastow Road, Monmouth.
- To introduce Residents Permit Holders Only Parking Bays on Drybridge Street, Monmouth.
- To Introduce a Prohibition of Driving on Cwm Fagor Road, Devauden.
- To introduce a Prohibition of Driving on Silurian Road, Undy.
- To introduce a Prohibition of Waiting at Any Time on parts of Pentre Lane, Pentre Farm Road, C6-7 (Pentre Road), C6-6 (Penygrais Road) and C6-13 (Llwyddreg Road), Abergavenny.

STATEMENT OF REASONS

Drawing Number	Associated Road Name(s)	Details
1956	Main Road, Portskewett	<p>Proposed Prohibition of Waiting at Any Time</p> <p>Concerns have been raised by residents of the Portskewett Community, as well as the local elected ward representative, regarding safety on Main Road near the Pharmacy in Portskewett. The issue primarily revolves around vehicles being parked in a way that creates a physical and visual obstruction which is exacerbated by the bend in the road.</p> <p>In order to address this issue and ensure the smooth and safe flow of traffic in this area, we are proposing the implementation of a Prohibition of Waiting at Any Time Order.</p> <p>This measure aims to enhance overall road safety, benefiting all individuals who use this route by restricting unsafe parking practices that hinder safety and obstruct the free flow of traffic, thereby reducing potential hazards within the area covered by the proposed order.</p>
2116	Wonastow Road and Drybridge Street, Monmouth	<p>Proposed Prohibition of Waiting at Any Time and Residents Permit Holders Only Parking Bays</p> <p>Following proposed highway and footway developments within the vicinity of Wonastow Road and Drybridge Street, Monmouth that will accommodate a new Active Travel route between Williams Field Lane and Monmouth Town which will result in the narrowing of Wonastow Road, it is considered necessary to restrict vehicular parking along Wonastow Road by introducing a Prohibition of Waiting at Any Time order, this will ensure the free flow of traffic along this route.</p> <p>This measure aims to enhance overall road safety, benefiting all individuals who use this route by restricting obstructive parking practices that hinder safety and obstruct the free flow</p>



		<p>of traffic, thereby reducing potential hazards within the area covered by the proposed order.</p> <p>It has been identified that introduction of this order would remove regularly used parking places for residents of Drybridge Street. Therefore, as part of the arrangement it is proposed to implement Residents Permit Holders Only Parking Bays for residents of 1-41 Drybridge Street (and adjacent Cottages) at the locations identified in drawing 2116.</p>
2117	Cwm Fagor Road, Devauden	<p>Proposed Prohibition of Driving</p> <p>Within the scope of the recent housing development situated adjacent to Cwm Fagor Road in Devauden, it became necessary to undertake significant highway re-engineering. This included the closure of the existing junction onto the B4293, as well as the construction of a new access road and junction, in accordance with the provisions outlined in Section 278 of the Highways Act 1980.</p> <p>Consequently, the previous junction and a segment of Cwm Fagor Road underwent substantial modifications, resulting in its restriction to pedestrian and cyclist access only. Furthermore, all vehicular traffic was rerouted through the newly constructed access road and junction, providing access onto the B4293.</p> <p>In order to formalise this arrangement, it is proposed to introduce a Prohibition of Driving Order on part of Cwm Fagor Road.</p>
2118	Silurian Road, Undy	<p>Proposed Prohibition of Driving</p> <p>As a part of the new housing development at Rockfield Farm in Undy, off-site highway improvements were necessary on Silurian Road (previously known as The Elms). These improvements were essential to facilitate access to the new houses and ensure safe access to the next phase of development at Rockfield Farm.</p> <p>As a result of these improvement works, it has become necessary to limit access to Rockfield Grove to pedestrians and cyclists only. This means that vehicles will not be allowed to use Rockfield Grove for access; instead, they will use the junction onto the B4245, which was specifically designed to accommodate all traffic coming from the development site.</p> <p>In order to formalise this arrangement, it is proposed to introduce a Prohibition of Driving Order at the junction of Silurian Road and Rockfield Grove.</p>
2119	Pentre Lane, Pentre Farm Road, C6-7 (Pentre Road), C6-6 (Penygrais Road) and C6-13 (Llwyddreg Road), Abergavenny.	<p>Proposed Prohibition of Waiting at Any Time</p> <p>Following representations received from the local community and relevant stakeholders, it has come to our attention that the access road leading to the Sugarloaf Carpark, which is a narrow single-track lane, often experiences a high volume of traffic. During these times, it is commonplace for vehicles to park in an obstructive manner at locations which are essential for use as passing places.</p>

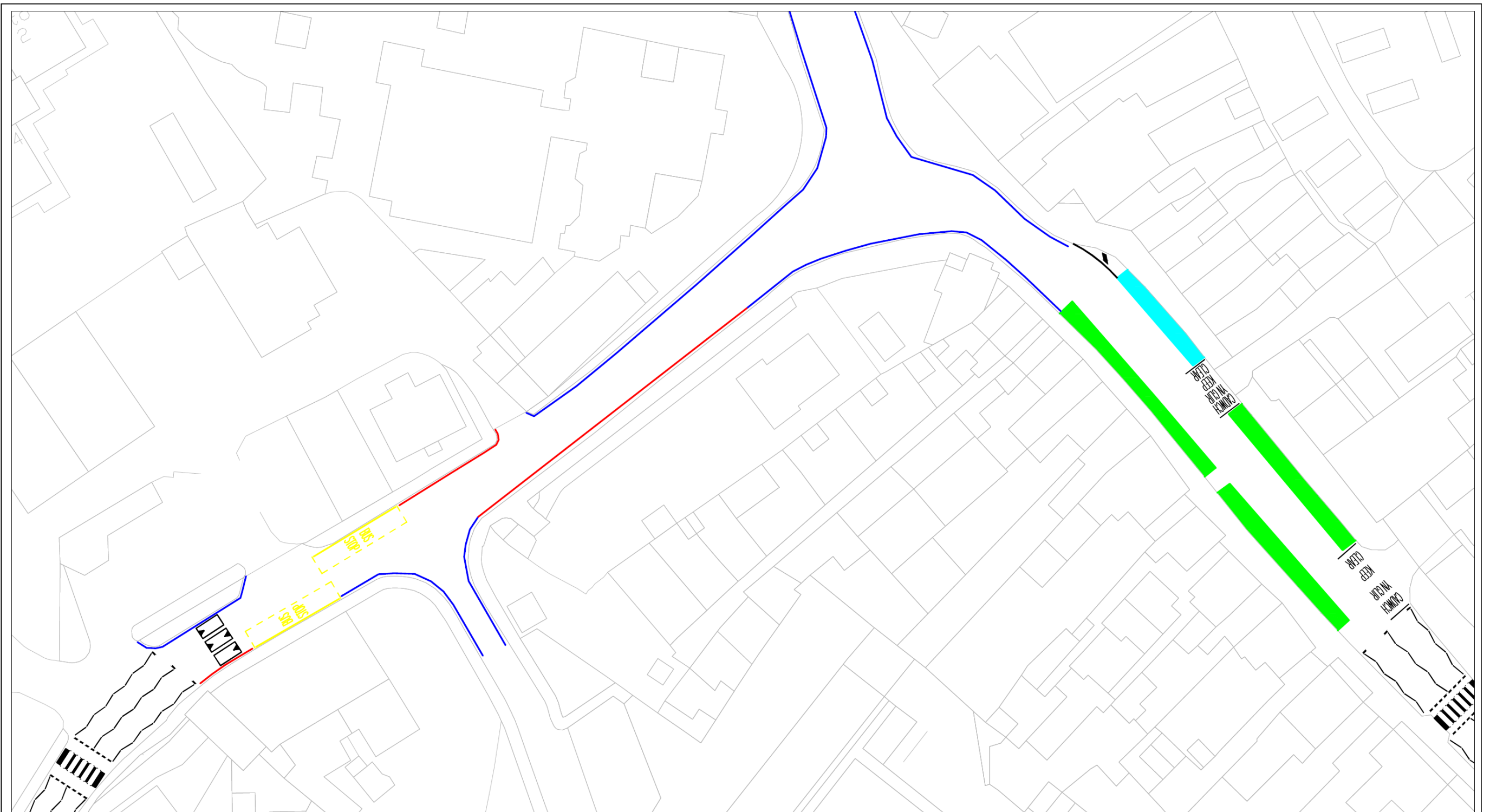
		<p>To address and alleviate this issue, ensuring the smooth and safe movement of vehicles in this area, we propose the implementation of a Prohibition of Waiting at Any Time at specific strategic locations.</p> <p>By introducing this Order, we aim to enhance the safety of this roadway for all users and prevent motorists from parking in an obstructive manner within the areas covered by the proposed order.</p>
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Key:



- Proposed Prohibition of Waiting at all times.
- Existing Prohibition of Waiting at all times.

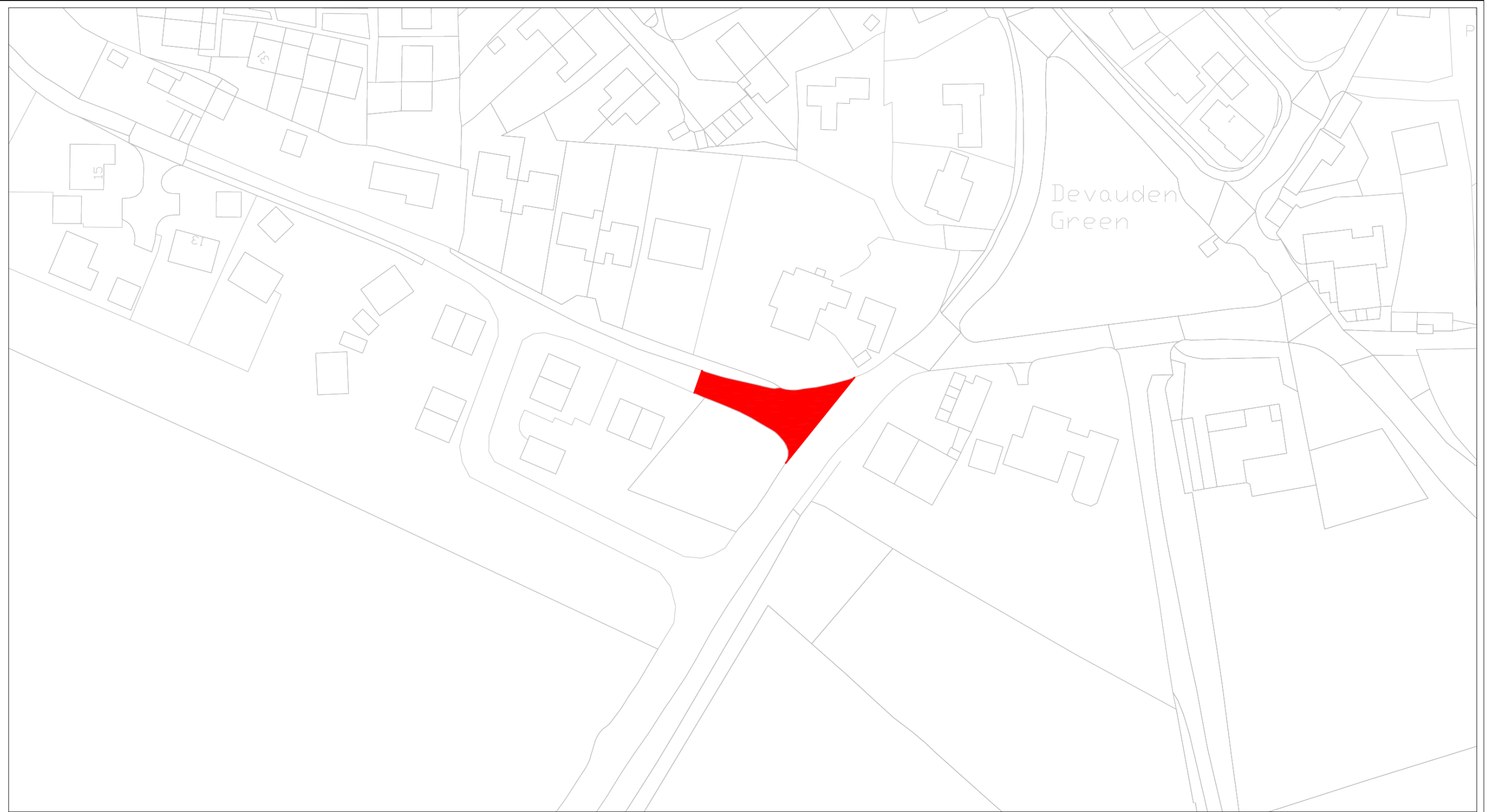
 MARK HAND HEAD OF INFRASTRUCTURE, NETWORKS AND SUSTAINABILITY	 N E S W	Job Title	Drawing Title	Drawn By	Rev No.	Date	Description	Drawn	Chkd
		PROPOSED-PROHIBITION-OF-WAITING OUTSIDE-PORTSKEWETT-PHARMACY MAIN-ROAD-PORTSKEWETT	PROPOSED-PROHIBITION-OF-WAITING OUTSIDE-PORTSKEWETT-PHARMACY MAIN-ROAD-PORTSKEWETT	GF	Checked	-	Drawing No.	1956	Rev
				Scale	Date	<small>THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. COPYRIGHT UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. MONMOUTHSHIRE COUNTY COUNCIL LA99012L2000</small>			
				NTS	21/10/2022				



KEY



- Proposed Resident Permit Holder's Parking Bay for Residents of 1-41 Drybridge Street (and adjacent cottages)
- Existing Limited Waiting Bay
- Proposed Prohibition of Waiting at Any Time (Double Yellow Lines)
- Existing Prohibition of Waiting at Any Time (Double Yellow Lines)

 MARK HAND HEAD OF INFRASTRUCTURE, NETWORKS AND SUSTAINABILITY	 Job Title AMENDMENT-ORDER-12	Drawing Title WONASTOW-ROAD-DRYBRIDGE-STREET PROPOSED-PARKING-RESTRICTIONS	Drawn By GF	Rev No. GK	Date 22/09/2023	Description	Drawing No. 2116	Drawn A	Chkd A
			Scale NTS	Date 22/09/2023	THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. MONMOUTHSHIRE COUNTY COUNCIL LA09/12/2009				





KEY

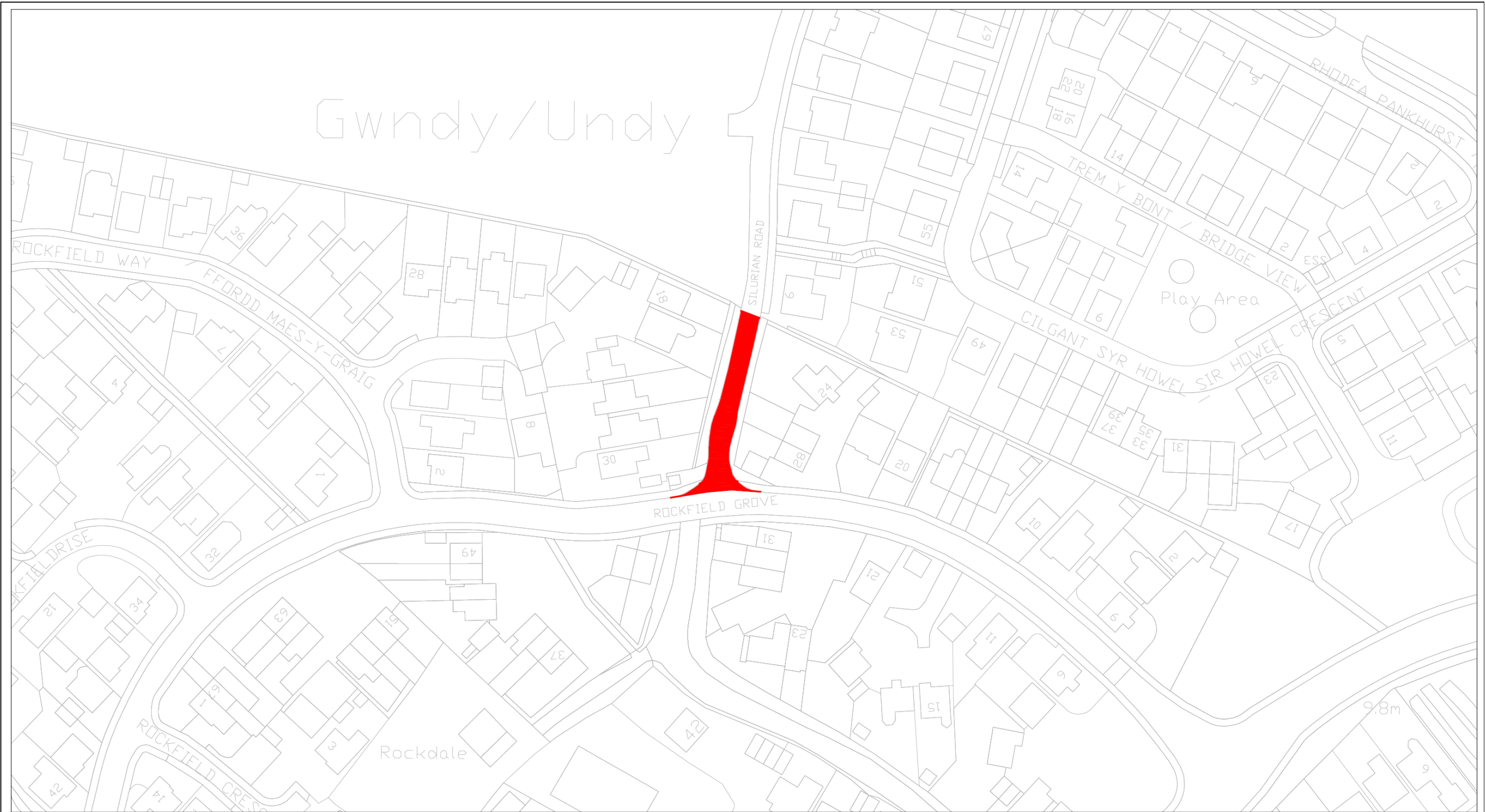
 Area of Proposed Prohibition of Driving

 MARK HAND HEAD OF INFRASTRUCTURE, NETWORKS AND SUSTAINABILITY		Job Title AMENDMENT-ORDER-12	Drawing Title CWM-FAGOR-ROAD-DEVAUDEN PROPOSED-POD	Drawn By GF	Rev No. Date Description	Checked GK	Drawing No. 2117	Drawn Chkd
				Scale NTS	Date 22/09/2023	Rev A	<small>THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. COPYRIGHT, UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. MONMOUTHSHIRE COUNTY COUNCIL LA0012L2000</small>	



KEY
■ Proposed Prohibition of Waiting at Any Time (Double Yellow Lines)

 MARK HAND HEAD OF INFRASTRUCTURE, NETWORKS AND SUSTAINABILITY	 Job Title AMENDMENT-ORDER-12	Drawing Title SUGARLOAF-CARPARK-ACCESS-ROUTE PROPOSED-PROHIBITION-OF-WAITING	Drawn By GF	Rev No. GK	Date 22/09/2023	Description Drawing No. 2119	Drawn [Blank]	Chkd A
			Scale NTS	THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. COPYRIGHT. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. MONMOUTHSHIRE COUNTY COUNCIL LA8912L2000				



KEY
 Area of Proposed Prohibition of Driving

 MARK HAND HEAD OF INFRASTRUCTURE, NETWORKS AND SUSTAINABILITY	 Job Title AMENDMENT-ORDER-12	Drawing Title SILURIAN-ROAD-UNDY PROPOSED-POD	Drawn By GF	Checked GK	Drawing No. 2118	Drawn Chkd Rev A
			Scale NTS	Date 22/09/2023	<small>THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. COPYRIGHT: UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. MONMOUTHSHIRE COUNTY COUNCIL LA00612L2000</small>	



monmouthshire
sir fynwy

Equality and Future Generations Evaluation

<p>Name of the Officer completing the evaluation</p> <p>Mark Hand Phone no: 01633 644773 E-mail: markhand@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To consider the proposed introduction of Waiting/Loading Restrictions, a prohibition of right turn, various parking bays (Residential, Disabled and Time Limited), a 3-tonne maximum gross weight limit and a prohibition of driving at various locations in Monmouthshire.</p>
<p>Name of Service area</p> <p>Placemaking, Regeneration, Highways and Flooding</p>	<p>26th October 2023</p>

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Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	This proposal will address inappropriate parking practices and contribute to improving highway safety for all road users.	None identified at this stage	For the Wonastow Road project, the changes to the resident permit holder only parking will allow Drybridge Street residents to park closer to their homes than is sometimes currently possible. Other on-street parking and public car parks are available in close proximity.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	This proposal will address inappropriate parking practices and contribute to improving highway safety for all road users.	None identified at this stage.	For the Wonastow Road project, the changes to the resident permit holder only parking will allow Drybridge Street residents to park closer to their homes than is sometimes currently possible. Other on-street parking and public car parks are available in close proximity.
Gender reassignment	None identified at this stage	None identified at this stage	N/A
Marriage or civil partnership	None identified at this stage	None identified at this stage	N/A
Pregnancy or maternity	None identified at this stage	None identified at this stage	For the Wonastow Road project, the changes to the resident permit holder only parking will allow Drybridge Street residents to park closer to their homes than is sometimes currently possible. Other on-street parking and public car parks are available in close proximity.
Race	None identified at this stage	None identified at this stage	N/A
Religion or Belief	None identified at this stage	None identified at this stage	N/A
Sex	None identified at this stage	None identified at this stage	N/A
Sexual Orientation	None identified at this stage	None identified at this stage	N/A

The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Socio-economic Duty and Social Justice	The safety improvements arising from the proposed changes would benefit those living in more historic parts of our towns and villages these areas, which often (but not always) are Lower Super Output Areas characterised by less affluence/greater deprivation.	None identified at this stage	N/A

Policy making and the Welsh language.




How does your proposal impact on the following aspects of the Council's Welsh Language Standards?	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<p>Policy Making</p> <p>Effects on the use of the Welsh language,</p> <p>Promoting Welsh language</p> <p>Treating the Welsh language, no less favourably</p>	<p>All new highway signs and carriageway markings will be bi-lingual with Welsh appearing in front of English as per current guidance.</p>	<p>N/A</p>	<p>N/A</p>
<p>Operational</p> <p>Recruitment & Training of workforce</p>	<p>None identified at this stage</p>	<p>None identified at this stage</p>	<p>N/A</p>
<p>Service delivery</p> <p>Use of Welsh language in service delivery</p> <p>Promoting use of the language</p>	<p>All new highway signs and carriageway markings will be bi-lingual with Welsh appearing in front of English as per current guidance.</p>	<p>None identified at this stage</p>	<p>N/A</p>



4. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well, Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Neutral.	N/A
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g., climate change)	Neutral.	N/A
Pass A Healthier Wales People's physical and mental wellbeing is maximized, and health impacts are understood	Positive: Safer highway environments will be more attractive for alternate transport modes such as cycling, walking, and scooting. Community and social gatherings will be encouraged by restricting the use of communal areas by vehicles. The development of Active Travel Routes will also be facilitated.	N/A
A Wales of cohesive communities Communities are attractive, viable, safe, and well connected	Positive: Development of Active Travel Routes facilitated.	N/A
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic, and environmental wellbeing	Positive: Improved parking provisions for residents will improve local social wellbeing.	N/A
A Wales of vibrant culture and thriving Welsh language Culture, heritage, and Welsh language are promoted and protected. People	Positive: All street signs and road markings will be bilingual with Welsh above English.	N/A

Well, Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
are encouraged to do sport, art, and recreation		
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive: Residents will have an available parking space near their homes.	N/A

3. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Page 55</p> <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	N/A	N/A
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	N/A	N/A
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	Statutory consultation has been undertaken with all necessary stakeholders including the general public.	N/A

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Proposals will be enforced by Monmouthshire County Council's Civil Enforcement Team and/or Gwent Police.</p>	<p>None</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other</p>	<p>The proposal should have a positive impact on wellbeing by allowing safer streets, improved parking provisions and vehicles being unable to wait in high-congestion areas.</p>	<p>None</p>

4. Council has agreed the need to consider the impact its decisions have on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	None identified at this stage	None identified at this stage	N/A
Safeguarding	None identified at this stage	None identified at this stage	N/A
Corporate Parenting	None identified at this stage	None identified at this stage	N/A

5. What evidence and data has informed the development of your proposal?

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officer observations and correspondence from the respective communities and their elected representatives.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

1.1 **Positive impacts:** The proposed waiting and loading restrictions will contribute to providing a safer highway network for all users. It will also ensure the free flow of traffic through the network. The residents only parking schemes will benefit the quality of life and wellbeing for the affected residents. The prohibition of driving order will legally restrict motorists from accessing physically restricted areas of public highway.

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible
Implement the proposals as advertised	Following the making and publication of the traffic regulation orders	Traffic Team (Graham Kinsella, Phaedra Cleary, Gareth Freeman)

8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision-making process. It is important to keep a record of this process to demonstrate how you have considered and built-in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	ICMD	November 2023	

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SUBJECT: CORPORATE SAFEGUARDING POLICY – TRAINING

MEETING: ICMD

DATE: 29th November 2023

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

Following the launch of the National Safeguarding Training, Learning and Development Standards in October 2022, the Whole Authority Safeguarding Group agreed that these standards should be adopted by Monmouthshire County Council and the Corporate Safeguarding Policy updated accordingly.

The purpose of this paper is to seek agreement to update the Corporate Safeguarding Policy to reflect the new national standards.

2. RECOMMENDATIONS:

That the Corporate Safeguarding Policy section d. Training is amended and approved to align to the National safeguarding training, learning and development standards with immediate effect.

3. KEY ISSUES:

- 3.1 Safeguarding training is mandatory for the employed, volunteer and foster carer workforce as well as all elected members
- 3.2 The current corporate safeguarding training within MCC is not aligned to the national standards that have been launched by Social Care Wales which have been endorsed by the Regional Safeguarding Boards and the National Independent Safeguarding Board. Non-adoption could result in a lack of continuity of safeguarding training for people in Monmouthshire.
- 3.3 The recommendation from WASG to adopt the national standards is timely with Thingji Learning Management System (LMS) able to facilitate delivery of the training through hosting digital content, e-learning and booking of events.
- 3.4 The LMS will allow appropriate training to be mandated to the workforce and provide accurate reports on compliance.

The current / existing corporate safeguarding policy presents the following text and table detailing the current training requirements:

Section 9 (Safe Workforce), part d (Training)

Changes will only be affecting the paragraphs demonstrated below and the table presented – not the whole section and part.

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In addition, Training records will be held centrally with the Talent Lab. It is the responsibility of the individual employee to inform their Manager, who should update the Talent Lab. Within Education it is a requirement for the Head Teacher to maintain a training record.

TRAINING REQUIREMENTS

Training	Target Group	Delivery Method	Responsible department	Renewal
Basic Awareness Training Programme	Basic Awareness is required by everyone.	Film and Leaflet during the induction period	MCC Training Department	Every 3 years or more frequently if required.
Level 1 children / Level 1 Adults or combined adult and children's safeguarding (optimally people will access the level 1 combined, or both level 1 adult and children's if they come into contact with both adults at risk and children)	This Level is required by everyone who comes into contact as part of their role with children, young people and adults at risk.	Delivery of set training programme by trained level 1 trainers at directorate level https://sway.office.com/WUWQp7jP7Yo255II?ref=Link	MCC Training Department Designated Safeguarding Leads Safeguarding & Quality Assurance Unit SEW/SCB/ GWASB	Every 2 years

<p>Level 2 Children's Safeguarding</p>	<p>This course is required for practitioners working with children, young people and their families who are:</p> <ul style="list-style-type: none"> -involved in making or responding to referrals to Children's or Adults Services; -Designated Safeguarding Leads in their settings/organisations; -working regularly with child or adult protection situations. 	<p>Delivery of set training programme through the Safeguarding & Quality Assurance Unit Or the equivalent course via GSB</p>	<p>MCC Training Department Safeguarding & Quality Assurance Unit GSB</p>	<p>Every 3 years</p>
<p>Level 2 Adults Safeguarding</p>	<p>This course is required for practitioners working with adults at risk who are:</p> <ul style="list-style-type: none"> -involved in making or responding to referrals to Adults Services; -Designated Safeguarding Leads in their settings/organisations; -working regularly with 	<p>As Above</p>	<p>As Above</p>	<p>As Above</p>

	adult protection situations.			
Level 3 Children's/ Adults Safeguarding	Appropriate specialist training for those working directly with children or adults at risk to be accessed and updated when required.	Arranged as required on a course by course basis	Social Care Workforce Development Team Safeguarding & Quality Assurance Unit GSB	As identified in Continual Professional Development plans
Level 4 Strategic Leadership of Safeguarding	Safeguarding for strategic leads – senior managers and elected members.	Delivery of set training programme through the Safeguarding & Quality Assurance Unit	Safeguarding and Quality Assurance Unit	Every 3 years or more frequently if identified within Continual Professional Development plans

The principle is that the workforce trains up to the highest level of safeguarding required and renews only at that level (unless otherwise identified through Continued Professional Development).

The proposed corporate safeguarding policy presents the following text and table detailing the proposed training requirements as follows:

Section 9 (Safe Workforce), part d (Training)

Pg 19:

In addition, Training records will be held centrally within Thingi Learning management System. Within Education it is a requirement for the Head Teacher to maintain a training record.

Pg 20:

TRAINING REQUIREMENTS

Level	Target Audience	Delivery	Responsible Department
A	All Staff	Social Care Wales e-learning via SCORM pack in thinqi	Corporate Training Team
B	All staff who have contact with members of the public	Thinqi e-learning or face to face	Corporate Training Team
C	All staff that assess, plan and deliver interventions to the public	Face to face / Teams - practice exchange format	Corporate Training Team and SCH WDT
D	Staff that have a direct safeguarding role	Specific development in line with role, supervision and appraisal / personal development plan	SCH WDT
E	Senior Managers within Safeguarding	Specific development in line with role, supervision and appraisal / personal development plan	SCH WDT
F	SLT and Council Members	Hybrid model of delivery	Corporate Training Team

Safeguarding training will take place at level appropriate to role and will be refreshed 3 yearly. Core safeguarding training will be undertaken on commencement of role and refresher training specific to role and personal development plan and will reflect changes in legislation in order to optimally safeguard people in our communities.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

It is clear from completing this form adoption of the National safeguarding training, learning and development standards will provide Monmouthshire with robust safeguarding training programme that is specific to meet the needs of our colleagues across the council and county. Safeguarding training that is aligned to the national recommended standards will ensure continuity for people in Monmouthshire. Utilising Thinqi LMS to deliver training aligned to the national standards will allow training to be specific to the needs of our colleagues, delivered in a hybrid format so can best meet the learning style of individuals and the provision of data to measure compliance will identify areas for development. Working with the safeguarding until to implement the standards will ensure training content for each standard is aligned to the needs of people in Monmouthshire.

5. OPTIONS APPRAISAL

MCC could remain with current safeguarding training framework that is currently in place however this would not be aligned to the all Wales approach reducing continuity and has not undergone recent scrutiny from Regional Safeguarding Boards and the National Independent Safeguarding Board.

6. EVALUATION CRITERIA

Using thingi LMS to roll out new safeguarding standards will allow us to evaluate transition as follows:

- Clear identification of who is required to complete which level of safeguarding training in line with All Wales standards
- Number of colleagues who are required to complete mandatory training at each level
- Compliance with mandatory training at each level and within each directorate / service within MCC

7. REASONS:

A move to adopt the All Wales standards will ensure we offer a robust safeguarding programme within Monmouthshire that offers consistency across Wales to best support and safeguard people in our communities.

8. RESOURCE IMPLICATIONS:

The changes to safeguarding training will be cost neutral. Safeguarding training is continuously updated in line with legislation, lessons learnt from practice reviews and to meet the needs of people in our communities so optimal safeguarding takes place. The update of safeguarding training will be aligned differently and additional digital formats in the name of Thingi LMS will be used however this there will be no additional costs associated with these developments.

9. CONSULTEES:

Diane Corrister (Head of Childrens Services) and Kelly Turner (Safeguarding Service Manager) were consulted prior to presenting in WASG. All members of WASG were in agreement with the proposed changes to safeguarding training.

10. BACKGROUND PAPERS:

For further information regarding the National safeguarding training, learning and development standards please see the attached document:



SCW National
Safeguarding Traini

11. AUTHOR: Naomi Lovesay, Workforce Development Manager

12. CONTACT DETAILS:

Tel: 07970894427

E-mail: NaomiLovesay@monmouthshire.gov.uk



<p>Name of the Officer Naomi Lovesay Phone no: 07970894427 E-mail: NaomiLovesay@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Adoption of National safeguarding training, learning and development standards to the training section of the Corporate Safeguarding Policy</p>
<p>Name of Service: Social Care Health Workforce Development Team</p>	<p>Date Future Generations Evaluation</p> <p>7th November 2023</p>

NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc


1. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales	Provides an opportunity to train, develop and upskill colleagues to best safeguard our communities	Use of Thingi LMS to roll out / transition to national training standards


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Effective delivery of safeguarding training through a hybrid approach using thingi LMS	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Offering digital solution to training will reduce the carbon footprint of people travelling to face to face training as done previously.	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The more people that are trained effectively in safeguarding will optimise safeguarding in our communities and promote physical and mental wellbeing.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Robust safeguarding training standards to keep people in our communities safe	Adoption of national safeguarding training standards will ensure continuity across Wales.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The more people that are trained effectively in safeguarding will optimise safeguarding in our communities and promote physical and mental wellbeing.	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Training can be offered in the Welsh Language	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>Multiple ways to access training – meet the needs of how people learn</p>	<p>Digital literacy maybe be barrier for some people to access digital learning and the LMS however digital literacy training is being offered as well as session to navigate the LMS in order to mitigate this barrier.</p>

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term for the future</p> <p>Balancing short term need with long term and planning</p>	<p>Optimal safeguarding training will be met through adoption of the safeguarding standards and the vehicle for successful roll out of this training will be the Thinqi LMS which will be able to mandate correct training to each role and measure compliance of this learning now and in the future.</p>	<p>The communication to the workforce will need to be managed appropriately to ensure people are clear on the new standards and to ensure engagement with mandatory training.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>We will continue to use and the South East Wales Safeguarding Board to support the safeguarding training MCC offer in line with the new national standards if adopted.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>All relevant stakeholders have been involved in this update.</p>	<p>Continue to communicate effectively with the workforce to update on training standards in adopted and impact on mandatory training.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Having robust safeguarding training that is aligned to national standards with clear compliance monitoring through Thinqi LMS will mitigate risk and optimise safeguarding in Monmouthshire.</p>	<p>Communication to support roll out if proposal agreed to ensure engagement with training takes place so the whole workforce are compliant with mandatory safeguarding training.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Everyone has a responsibility to safeguard. Training people effectively to recognise and protect people from harm will help to promote positive physical and mental wellbeing throughout the whole of Monmouthshire.</p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	N/A	N/A	
Disability	N/A	N/A	
Gender reassignment	N/A	N/A	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	N/A	N/A	
Pregnancy or maternity	N/A	N/A	
Race	N/A	N/A	
Religion or Belief	N/A	N/A	
Sex	N/A	N/A	
Sexual Orientation	N/A	N/A	
Welsh Language	Any documents, forms, guidance or information will be made available in Welsh.	N/A	

- 4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	Enhanced learning & development for all colleagues to best safeguard people in our communities		
Corporate Parenting	Enhanced learning & development for all colleagues to best safeguard people in our communities		

5. What evidence and data has informed the development of your proposal?

1. National safeguarding training, learning and development standards
2. Safeguarding training data
3. Colleague learning needs identified by safeguarding unit – where does behaviour need to change to optimise safeguarding in line with best practice

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

It is clear from completing this form adoption of the National safeguarding training, learning and development standards will provide Monmouthshire with robust safeguarding training programme that is specific to meet the needs of our colleagues across the council and county. Safeguarding training that is aligned to the national recommended standards will ensure continuity for people in Monmouthshire. Utilising Thingi LMS to deliver training aligned to the national standards will allow training to be specific to the needs of our colleagues, delivered in a hybrid format so can best meet the learning style of individuals and the provision of data to measure compliance will identify areas for development. Working with the safeguarding unit to implement the standards will ensure training content for each standard is aligned to the needs of people in Monmouthshire.

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
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If National training standards are adopted to ensure a clear communication plan to inform the workforce is established and delivered across the whole organisation.	ASAP	Workforce Development and Safeguarding Unit	
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8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Ongoing on a continuous basis and in line with changes to the national safeguarding standards, safeguarding legislation and safeguarding requirements.
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9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	ICMD Paper	07/11/23	

SUBJECT: MUSEUM ACCREDITATION POLICIES

MEETING: Individual Cabinet Member Decision – Councillor Angela Sandles

DATE: 29th November 2023

DIVISION/WARDS AFFECTED: ALL

PURPOSE:

1.1 To seek approval of the following policies:

- Collections Development Policy, MonLife Heritage Museums
- Museums, Documentation Policy, MonLife Heritage Museums
- Museums Care and Conservation Policy, MonLife Heritage Museums
- Abergavenny Museum Access Statement
- Caldicot Castle Access Statement
- Chepstow Museum Access Statement
- Shire Hall Museum, Monmouth Access Statement

1.2. All of these policies are essentially the same as those approved in 2016 for the last round of Museum Accreditation, with small updates as needed and close alignment to the Community and Corporate Plan made where appropriate. In particular we have updated our policies to meet our 10 year Heritage Strategy 2022-2032. We have a clear set of vision, mission and goals, which we follow within our annual Heritage and Culture Delivery Plan:

The Management of all heritage assets within MonLife to enhance the vibrancy of Monmouthshire, deliver inspirational and inspiring experiences and promote a deeply rooted sense of place.

In particular **Goal 1:** Contribute to the delivery of both the Council's key policy objectives and Welsh Government Priorities – including the Programme for Government, the Well Being of Future Generations Act, the Anti Racist Wales action plan and Curriculum for Wales, in order to deliver excellence at our sites, whilst including tackling social injustice, climate change and promoting our service for everyone.

Please note that some elements of the policies are standard pre-written paragraphs, which cannot be altered.

2. RECOMMENDATIONS:

2.1 That the policies be adopted

3. KEY ISSUES:

3.1. Abergavenny Museum, Caldicot Castle, Chepstow Museum and currently Monmouth Museum are all 'Accredited' under the national scheme administered by Arts Council England via Welsh Government Culture Division. The Accreditation process requires museums to meet minimum standards for a range of service provision. It provides users,

stakeholders and funders with clear reassurance about the professional status of a museum. Only Accredited Museums (or those working towards) are eligible for most Welsh Government Culture Division funding opportunities and other support, such as National Lottery Heritage Fund.

- 3.2. The revisions made to the previous policies are all considered to be ‘non-contentious’, in that they are in keeping with the spirit and purpose of the previous policy, and do not involve any additional financial commitments or obligations for the Council. All of the policies are based on templates recommended by professional museum bodies and take into account national legislation and local issues.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

- By successfully going through the Accreditation Process we will be able to retain our position as a trusted organisation both to our communities, our users and our funders.
- A set of museum policies means we have systems in place to care for and provide access to our collections.
- As a thriving and viable museum we can contribute to many deliverables relating to equalities, Future Generations, Welsh language and socio economic duty.

5. OPTIONS APPRAISAL

- Approve Policies – preferred option,
- Do not approve policies – non preferred option. This means we will not be able to submit our application for Accreditation. Accreditation is a national scheme which provides the public, stakeholders and fundings reassurance that a museum meets nationally agreed guidelines and operates as a professional, credible and trusted service.

6. EVALUATION CRITERIA

6.1. There will be ongoing monitoring to ensure that Accreditation continues to be a scheme that is beneficial both to the public reputation, professional status and access to funding for museums.

7. REASONS:

7.1. The Accreditation Scheme invites museums to seek Accreditation approximately every three to five years. (There has been an extended gap since the last return due to Covid-19), Evidence must be submitted to show that the revised policy has been formally approved under delegated powers.

8. RESOURCE IMPLICATIONS:

8.1 ‘Accredited’ status for the Council’s museums is regarded as essential in order to maintain eligibility for a range of outside funding, advice and support. No additional resources are sought beyond the normal museum budget.

9. CONSULTEES:

Ian Saunders, Chief Officer, Customer, Culture and Wellbeing
MonLife Departmental Management Team
Megan de Silva – Collections Manager, MonLife Heritage Museums
Anne Rainsbury – Community Curator, MonLife Heritage Museums
Karin Molson – Learning Manager

Front of House staff, MonLife Heritage Museums (for Access Policies)
Sarah Paul, Welsh Government, Culture Division
Joanne Davies, MonLife, Development and Performance Manager

10. BACKGROUND PAPERS:

- Collections Development Policy, MonLife Heritage Museums
- Museums, Documentation Policy, MonLife Heritage Museums
- Museums Care and Conservation Policy, MonLife Heritage Museums
- Abergavenny Museum Access Statement
- Caldicot Castle Access Statement
- Chepstow Museum Access Statement
- Shire Hall Museum, Monmouth Access Statement

All proposed for endorsement.

11. AUTHOR:

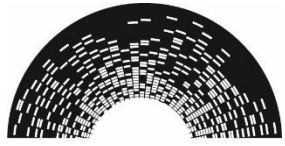
Rachael Rogers, Museums and Arts Manager

12. CONTACT DETAILS:

Tel: 01291 440938

E-mail: rachaelrogers@monmouthshire.gov.uk

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ACCREDITED
MUSEUM

Collections Development Policy MonLife Heritage Museums 2024-2029

Museum, Caldicot Castle, Chepstow Museum,
Shire Hall Museum, Monmouth (*formerly Monmouth Museum / Nelson
Museum and Local History Centre, Monmouth*)

Name of museum:

MonLife Heritage Museums

comprising of:

Abergavenny Museum, Caldicot Castle Collection, Chepstow Museum, Shire Hall Museum, Monmouth (formally Monmouth Museum / Nelson Museum and Local History Centre, Monmouth)

Name of governing body:

Monmouthshire County Council

Date on which this policy was approved by governing body:**Policy review procedure:**

Museums staff will review the policy annually. Unless there are any significant changes to be made it will be renewed and approved by the governing body in line with Museum Accreditation timeframes.

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: January 2025 (Internal review)

Welsh Government Culture Division will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

Statement of Purpose for MonLife Heritage Museums 2024- 2029

We have a 10-year Heritage Strategy 2022-2032 with a clear set of vision, mission and goals, which we follow within our annual Heritage and Culture Delivery Plan:

The Management of all heritage assets within MonLife to enhance the vibrancy of Monmouthshire, deliver inspirational and inspiring experiences and promote a deeply rooted sense of place.

- **Goal 1:** Contribute to the delivery of both the Council's key policy objectives and Welsh Government Priorities – including the Programme for Government, the Well Being of Future Generations Act, the Anti Racist Wales action plan and Curriculum for Wales, in order to deliver excellence at our sites, whilst including tackling social injustice, climate change and promoting our service for everyone.
- **Goal 2:** Build a future focused, resilient business model for MonLife heritage which is competitive and an exemplar of sustainability.
- **Goal 3:** Create county-wide engaging, quality, impressive and interconnected experiences which inspire passion, learning and exploration of collections, the built environment and the wider landscape, bringing our heritage to life.
- **Goal 4:** To engage a wide range of audiences, making the heritage physically and intellectually accessible for everyone, and for future generations.
- **Goal 5:** Ensure that, colleagues, volunteers and audiences are able to co-produce the future of MonLife Heritage ensuring that the stories which are presented, together with their significance, is understood by all and generates a real sense of pride and wellbeing.
- **Goal 6:** Build strong and lasting relationships with stakeholders and the communities in which our sites are based, to engender a shared responsibility for our heritage and develop a way to co-produce the presentation of this.

We sit under the Service Grouping of MonLife which has its own overarching Statement of Purpose:

MonLife Statement of Purpose:

Our purpose is to help build sustainable and resilient communities that support the well-being of current and future generations in Monmouthshire, which is a shared purpose with our public service board partners, and this is at the heart of everything we do.

We contribute to delivering the Council’s well-being objectives, which align to the Public Service Boards objectives, as set out in the Community & Corporate Plan (2023-2028). We are also seeking to align closely with the emerging Marmot principles. The specific priorities we contribute to are:

MCC Purpose	To become a zero-carbon county, supporting well-being, health, and dignity for everyone at every stage of life
MCC Well-being Objectives	Fair place to live where the effects of inequality and poverty have been reduced
	Green place to live and work with reduced carbon emissions, making a positive contribution to addressing the climate and nature emergency
	Thriving and ambitious place where there are vibrant town centres, where businesses can grow and develop
	Safe place to live where people have a home and community where they feel secure
	Connected place where people feel part of a community and are valued
	Learning place where everybody has the opportunity to reach their potential
Gwent PSB Well-being Plan 2023-28 Objectives	We want to create a fairer, more equitable and inclusive Gwent for all
	We want a climate-ready Gwent, where our environment is valued and protected, benefitting our well-being now and for future generations

The Purpose of MonLife is to deliver high quality customer experiences and encourage more visitors to the Monmouthshire area, supporting resilient and active environments to enhance and showcase the rich and diverse opportunities for people to enjoy.

Within MonLife’s Business Plan our activities are grouped under three overarching actions. All our activities within MonLife Heritage Museums meet one of these actions

MonLife Heritage's three actions:

- To ensure we have a resilient and sustainable Heritage and Culture Service which provides our residents and visitors with high quality opportunities to engage with our culture and history.
- Provide a new cultural offer incorporating the Monmouth Museum within Shire Hall
- Deliver a high quality formal and informal learning and engagement service that is relevant to the needs of our audiences.

- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, or bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7. The museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

2.1 Abergavenny

The Museum was founded on 2nd July 1959. The idea for a museum was around from as early as 1903 when it was discussed and minuted by the Abergavenny Free Library Committee. At this meeting permission was given for the library to begin collecting objects. These collections remained at the library until the 1940s when it was said that they were disposed of. The demolition of the historic buildings in Tudor Street and Castle Street during the 1950s once again made people aware of the need for a museum. Alfred Jackson addressed the Rotary Club on 22nd October 1957 and a committee was formed. Alfred and Ernest Jackson and Duggan Thacker led a group of enthusiastic volunteers and the Museum opened on 2nd July 1959.

2.2 Caldicot

When the Chepstow Rural District Council purchased Caldicot Castle from the Cobb family in 1963, they also acquired a quantity of furniture, fittings and other decorative objects which the family has used to furnish the Castle while it was their home (from the 1880s - 1940s). The "Cobb Collection" also included a considerable costume collection, with some fine examples of men and women's 18th century dress and items associated with HMS Foudroyant, a major area of interest for 2 generations of the Cobb family. More recent collecting included archaeological material and social history items related to Caldicot and the surrounding villages.

2.3 Chepstow

Chepstow Museum was established by the Chepstow Society in 1949. The Society itself was founded in 1948 and immediately began collecting with a view to opening a museum. As an organisation which concerns itself with all aspects of the local environment, the collections included some natural history specimens as well as material relating to the history of the town and district and to the everyday and working lives of its inhabitants. The premises occupied by the Museum were limiting - essentially one room above the medieval town arch which spans the High Street. Lack of space and adequate storage facilities eventually led to the decision by the Society in the 1960s to deposit the greater part of the Museum's paper collections in the County Record Office. While this included documents, the deposit also included a substantial quantity of "ephemera" - posters, programmes, billheads etc. At the same time, the large collection of antiquarian and other reference books of local interest were given to the Chepstow Library on condition that they remained in the town. The Chepstow Society transferred the Museum and its collections to the care of Monmouth District Council in 1976.

2.4 Monmouth

The Nelson Museum was opened in April 1924, following the bequest to the town of Monmouth of Lady Llangattock's Nelson collection on her death in 1923. The Nelson collection comprises mainly the material bequeathed by Georgiana Rolls, Lady Llangattock (d.1923) who was perhaps the foremost collector of 'Nelsoniana' of her time. Her wealth enabled her to obtain some of the prime Nelson items which came onto the market, including his fighting sword and an important range of manuscript material, including autograph letters, official letterbooks and ships' logbooks.

In 1969 the museum was moved to the Old Market Hall, Monmouth, at which time a local history display was added.

The local history collections relating to Monmouth and the surrounding area have as their foundation the archives of the old Borough of Monmouth, which ceased to exist in 1974.

In 2021, the opportunity was taken to consider its long-term future. As a result, the decision was made to bring Monmouth Museum into Shire Hall, Monmouth to create one new, sustainable museum offer.

Shire Hall Museum is work in progress. We are increasing the displays within the building and will be carrying out some minor building improvements, including new museum storage to support this. These works are being funded by Monmouthshire County Council and supported by grant aid from Welsh Government.

Our long-term plans are to adapt the building to allow us to better tell Monmouth's stories and to redisplay our collections, including the Nelson collection, in an exciting, accessible and engaging way. The plans are currently being developed following successful development phase funding from the National Lottery Heritage Fund.

3. An overview of current collections

3.1 Abergavenny

Since Abergavenny Museum opened in 1959, it has accepted over 27,000 accessions.

The museum possesses over 5,000 photographs of Abergavenny and the surrounding district. These include two important municipal collections of views of the medieval and Elizabethan areas of the town which were demolished under slum clearance schemes between 1957 and 1972. These represent the only record of many of the buildings demolished and have been published in a volume entitled *Vanished Abergavenny*.

The museum's social history collections are mainly comprised of material reflecting the history and way of life of the town and surrounding district. There are particular emphases on rural life, agriculture and its associated industries and domestic and working life. Particularly significant collections include the contents of a complete Welsh kitchen c.1890, a saddler's shop c.1910-1930 and Basil Jones grocer's shop c.1948-1950 (the Basil Jones Collection totals some 1314 items). The museum also houses the nationally important archive of the Father Ignatius Memorial Trust. In addition, the museum maintains collections of books and documents which supplement and illustrate these themes.

As a result of an intensive programme of archaeological excavation between 1962 and 1973 and a further season in 1986, the museum houses extensive and very significant collections of archaeological material ranging from the Mesolithic to post-Medieval. The collections produced by excavations of the Roman fort of Gobannium are of particular importance. The following is a summary of the museum's archaeology holdings in terms of standard museum boxes (40cm x 30cm x 10cm).

General prehistoric collection (published) - 2 boxes

Flannel Street and Castle Street, 1962-1969 (Roman fort) - 30 boxes

Castle Street Orchard Site 1972-1973 (Roman fort) - 52 boxes

19 Cross Street 1986 (Roman fort and vicus) - 17 boxes

Roman metalwork from the above sites - 4 boxes

Demolition Finds 1962-1972 (all periods) - 5 boxes

Other sites (all periods) - 20 boxes

Total: 130 boxes

Recent funding programmes have allowed the museum to enhance its archaeological collections by purchasing items of Treasure via the Portable Antiquities scheme. These include several bronze axe hoards featuring south Wales socketed axe heads found by metal detectorists in the communities around Abergavenny.

The museum holds around 900 individual items of costume. These include an 18th century open robe and full Regency female wedding outfit. The collection is particularly strong in women's costume of the late 19th century, containing many well-preserved full outfits that illustrate the changing fashions of the period. The collection also contains a considerable collection of children's clothes and underwear from the 19th century.

Abergavenny museum also holds a collection of Welsh costume and textile which is of significance. The most important is a complete Welsh costume donated by Llanover school, possibly commissioned by Lady Llanover, dating between 1840-1900. The museum collection holds other items associated with Lady Llanover and early eisteddfodau.

The museum has a small natural history collection, but does include some star objects of local importance, including "Whisky" the only surviving taxidermy example of a turnspit dog. There were several other items recognised during the 2014 "Linking Natural Science Collections in Wales" collections review as having historic, aesthetic, social or educational value including coal measures fossils, holy rhubarb leaf, and powder horn with Waterloo engraving.

Many of the items in Abergavenny museum's collection have links to empire, slavery and colonialism, which have been recognised in a recent report funded by Welsh government. Items of significance include letters from John Jarett sent from estates in St Vincent and Dominica between 1824-1828. The letters provide evidence of the number of people enslaved on the estates, how they were treated and Jarett's own opinions towards them and emancipation. Other items are linked to the products of enslaved and indentured labour including tea cups and sugar tongs.

3.2 Caldicot

The majority of Caldicot Castle's collection consists of items that belonged to the Cobb family when they lived in the castle from the 1880s-1940s. This includes furniture, fittings and other decorative objects which the family has used to furnish the Castle while it was their home (from the 1880s - 1940s).

The "Cobb Collection" also included a considerable costume collection, with some fine examples of men and women's 18th century dress believed to have been brought with the Cobb family when they moved to the Castle from Oxfordshire. Highlights include a silk polonaise dress and "moire" embroidered silk male wedding suit. There are also examples of 19th century dress and two 1930s dresses marking the end of the Cobb's residency in Caldicot Castle.

The most significant item of the Cobb's collection is the 18th century gentleman's dressing gown, known by the Anglo-Indian word, Banyan, an informal coat popular with wealthy European gentlemen. The outer fabric is a blue green floral silk damask woven in China in about 1700. It is the lining of the Banyan which gives its significance, having been cut from a woven silk textile from Assam in north-east India. It is one of a group of similar textiles now known as *Vrindavani Vastra* and only about 20 pieces of this type of textile survive today, in collections around the world. The textile depicts dramatic scenes from Krishna's life and avatars of Vishnu in strips of motifs woven in still vibrant colours on a dark background. The Banyan is believed to have reached the Cobb collection via JR Cobb's wife, Emily Powys de Winton whose grandfather and great uncle both made their fortunes with the East India Company. Emily was married to Joseph Richard Cobb had purchased the Castle to restore it in 1885. The Banyan is stored at Chepstow Museum where more stable environmental conditions for its long-term care can be achieved.

Another aspect of the Cobb collection reflects a major object of interest of the two generations of Cobbs - HMS Foudroyant, both the original, Nelson's flagship, which the Cobbs rescued and restored, and its successor which was used as a training ship on which a number of local boys served. Large objects from the original Foudroyant include the ship's figurehead and a cannon.

Smaller items include objects made from salvaged materials after it was wrecked. This core collection became the nucleus of the Museum's collections.

In addition to the core collection there is a small collection of social history material of local interest, relating to Caldicot and the surrounding villages, including photographs as well as paper material and object collections.

Archaeological material includes Roman pottery from the Caldicot kiln site, finds from the Severn estuary and material recovered from the Castle itself during maintenance work. Excavated material of significance, has come from the "lake site" in Caldicot Castle's Country Park. This waterlogged site produced a large quantity of worked wood, as well as environmental evidence, bone, some metalwork and pottery.

Natural History collections of Caldicot castle include some specimens that are of local importance including locally collected whale baleen for a whale stranded in Sudbrook in 1925, fossils, birds, and mammals, while others may have some educational value.

We acknowledge that the collections at Caldicot Castle are not as well interpreted as those in our other museums. This is largely due to the conditions at the castle not being as suitable for the display of museum objects. We are looking at ways of increasing the presence of collections at the castle.

There are 1789 collections on Caldicot's 2006 Modes catalogue, however future inventory work is required to confirm the full size of Caldicot's collections (see Documentation Plan).

3.3 Chepstow

Chepstow Museum's collections are predominantly of local and social history, 18th 19th and 20th century material. The main emphasis is on items that relate specifically to Chepstow and the surrounding district, either in their production, use, origin, ownership or subject matter.

Works on paper include a very good collection of topographical prints. Chepstow, Tintern and the Lower Wye Valley were popular destinations for artists and tourists from the late 18th century. Chepstow Museum has been able to build a significant collection relating to the Wye Tour fashionable in the late 18th and early 19th century which brought artists and writers as well as tourists to the Wye Valley earning it the accolade of the "birth of tourism" in Britain. Thanks to a National Lottery Heritage Fund Collecting Cultures grant the museum now has original artworks by significant landscape artists of the day, - watercolours and drawings, as well as prints, printed tour books and manuscript tour journals. A recent addition is a watercolour by JMW Turner of Chepstow Castle, purchased with grant aid.

There is a good, but not fully comprehensive collection of Monmouthshire maps. Original copies of the local newspaper, the Chepstow Weekly Advertiser, are held for the majority of its life (1855-1902). These are available on microfiche for research as is microfilm of the remainder of the run 1903-1916.

"Ephemera", mostly printed material, relating to many aspects of Chepstow life forms a large part of the paper collections (some of these are complemented by large photographic collections). This includes items related to:

- 19th century election posters, traders billheads and public notices
- Chepstow Castle pageants and fetes posters and programmes,
- the Severn crossings,
- the search in Chepstow for manuscripts by Francis Bacon that would prove he "wrote Shakespeare's works" around 1910;
- plans and blueprints for ships, bridges etc built by Finchs - the local shipbuilding and engineering company,
- the making of the film Ivanhoe by the Imperial film company around Chepstow in 1913,
- advertising material (c1900 - 1960) from a Chepstow shoe shop,
- collections of several local printers' workshops.

A large photographic collection of locally relevant material, including, ship and bridge building and other local business and industrial enterprises. Contemporary recording of changes to the locality and notable events is another aspect of these collections.

Our costume comprises mainly 19th and 20th century men and women's material with local connections. This collection was greatly enhanced by the acquisition of the "Edgar collection" - a large quantity of costume (in addition to a wide range of other items, - the Edgars were active in many aspects of Chepstow life) from the Edgar family home. Continuously occupied since the 1890s, Robert Edgar was a tailor and outfitter in Chepstow and a number of items carry the business label. The highlights of the Edgar collection are the material swatches and samples and other accessories of his trade which provide a huge amount of detailed information on fabrics, costs and the garments made. Costume belonging to members of the family, from the 19th century onwards, was also collected.

Objects and furniture include items that are not specifically local in terms of production and were in widespread use in the 18th, 19th and 20th centuries, but have a local relevance because of their ownership and illustrate the way people lived in the area.

Of more specifically local interest are the items relating to aspects of the town's past industrial and commercial life and people's education and leisure activities. These include:

- a notable collection of longcase clocks by Chepstow makers,
- tools and models from the shipyard/bridge works,
- products from the industrial brush manufactory; wine jars from local wine and spirit merchants,
- equipment and furnishings from a long-established hairdressing business,
- salmon fishing equipment including a stop-net boat,
- items produced or customised by other local businesses, shops, dairies etc,
- sporting trophies and medals,

The history of the museum building itself has also influenced the collections. As the local hospital from 1921 to 1976 (and during the First World War, a Red Cross Auxiliary Hospital) furniture and medical equipment used on the premises has been actively collected, as well as collections of instruments and other medical items from surgeons who worked there. There is also material from the other local hospitals in Chepstow.

"The Beachley Collection". A large body of material was given to Chepstow Museum by the Army Apprentices College at Beachley, Chepstow, when it closed in 1994. Material transferred to Chepstow Museum was confined to that relating to the history of the College (which had been established some 70 years), and to the boys while they were at the School itself. This is a

large body of material, including, photographs, uniform, objects - apprentice pieces, trophies etc; paper - school magazine, programmes, posters etc.

The archaeology collections have grown considerably as the results of local excavations from the 1970s onwards have been processed for publication and deposited in the museum. From within the town itself the majority of the material is medieval and later. Excavations on Thornwell Farm prior to its development for housing, have given us late prehistoric - Romano British settlement material and some prehistoric burials.

Natural history material collected by the Chepstow Society form part of the collections including a small number of fossils birds' eggs, and stuffed animals. Some specimens are of local importance including and geological specimens from the Severn Tunnel, he locally collected butterflies (Lepidoptera) and whale baleen and vertebrae of a whale which was washed up on the Severn shore at Sudbrook near Chepstow, Others have aesthetic, historical or educational value, including the more recently collected entomological watercolour illustrations by Georgiana Ormerod.

Many of the items in Chepstow Museum's collection have links to empire, slavery and colonialism, which have been recognised in a recent report funded by Welsh government. Items of significance include items related to the Piercefield estate, which was purchased in 1740, by Colonel Valentine Morris and later developed by his son, also named Valentine. The Morris family were plantation owners in Antigua, and the labour of the people they enslaved made it possible for the young Valentine Morris to create a network of walks along the edge of the Wye Valley with spectacular views from the viewpoints he constructed, which made Piercefield famous. Piercefield estate was later brought in 1802 by Nathaniel Wells. He was both the son of a plantation owner and an enslaved woman, and an owner of enslaved people himself. He was a prominent person in the local area and became Britain's first Black sheriff. Other items are linked to the products of enslaved and indentured labour including teacups and sugar tongs. Chepstow Museum's collection also has links to colonialism and empire via the records of local ship building enterprises. Colonial attitudes are also depicted through collections related to local "minstrel" performances and depictions of blackface.

There are over 18,000 items in Chepstow's collection. This is the number of entries on our Modes Collections Management System. However, this number is likely to be much higher as all items from the collection are not fully catalogued and there is a significant accession backlog.

3.4 Monmouth

3.4.1 Nelson

The Monmouth collection is one of three large public collections of Nelson material in Britain, the others being in the National Maritime Museum, Greenwich, and the Royal Naval Museum, Portsmouth. Recent assessment has identified that Monmouth's Nelson collection is are of national and international importance. Their significance lies both at the individual and the collective level.

The collection can be roughly broken into four categories: firstly, personal items belonging to, or associated with Nelson; secondly, commemorative material produced during his lifetime; thirdly, commemorative material produced since his death; and fourthly, general naval or social history material relating to the period but with no direct Nelson connection. The collection

includes many fake or dubiously attributed relics and mementoes which have been in production since before his death.

The Nelson collection is extensive in scope and varied in the materials and mediums of its items. The collection is particularly strong in items exploring Nelson's relationship with women. Unique highlights of this collection include Nelson's fighting sword and the swords of two enemy admirals surrendered at Trafalgar (including the overall commander of the Franco-Spanish fleet, Admiral Pierre-Charles Villeneuve); Nelson's letters to his wife, Frances; and the last image created of Nelson before the loss of his right arm. Especially strong categories of the collection include ceramics, silverware, and the extensive set of manuscript documents.

There are approximately 3500 items in the Nelson collection. The collection is documented according to object type (silver, ceramic, costume, prints, etc) and is currently being inventoried.

3.4.2 Local History

The material in this archive dates mainly to the 19th century and before, and includes council minutes, court records (quarter sessions, Court of Record, Hundred Court), election records, fiscal records, and a mass of receipts, vouchers and other ephemera from council routine. This local archive is reinforced by a local history reference library, a newspaper archive (Monmouthshire Beacon, 1837 – 1963, and Monmouthshire Merlin 1829 – 1891), and collections of photographs, paintings, prints and maps.

A special collection within the local material relates to the Rolls family, who owned the local Hendre estate and were closely involved with Monmouth. The material is mainly photographic, covering the late 19th/early 20th century period when the family of John Allan Rolls (Lord Llangattock from 1895) and his wife Georgiana (founder of the Nelson Museum) was at the height of social and economic fortune. A significant proportion of the collection is concerned with the Honourable Charles Stewart Rolls, co-founder of Rolls-Royce Motors Ltd., recording his exploits in balloons, early aeroplanes and motor cars.

The museum's object collection relates to the social history of the town and surrounding area. Because of the relatively late development of the local history museum (from 1969), and the emphasis upon the local archives as the basis for that museum, Monmouth's collection of social history objects is limited, in comparison with Chepstow and Abergavenny.

Monmouth Museum also has a limited archaeological collection. Although archaeological investigation of the town has been carried out over many years, particularly by the Monmouth Archaeological Society (M.A.S.), the bulk of excavated material and information remains in the hands of the excavators. Many of these excavations took the form of an intense series of rescue digs in the face of development, during which the importance of the archaeology surviving beneath the modern town was demonstrated. A major collecting challenge potentially facing the museum in the future exists in dealing with this huge backlog of archaeological material. MonLife Heritage Museum service currently does not have financial or staff resources to provide appropriate care of and access to this collection.

The textile collection at Monmouth is small, but contains the Monmouth cap, which is a significant object within the collection. The cap is believed to date from the 16th century and be the only known original example of the knitted Monmouth cap.

Some of the items in Monmouth's collection have links to empire, slavery and colonialism, which have been recognised in a recent report funded by the National Lottery Heritage Fund. Items include links to colonial conflict, especially items related to the Second Boer war. There are other items that tell the story of emigration from Monmouth to the colonies. Other items are linked to the products of empire, many produced through enslaved and indentured labour including tea buyers and sellers and a 1924 account book of a trader who specialised in the sale of groceries and luxury goods.

There are over 12,000 items in Monmouth's collection. This is the number of entries on our Modes Collections Management System. However, this number is likely to be much higher as all items from the collection are not fully catalogued and there is a significant accessioning backlog. Inventory work of Monmouth's collection is currently in progress funded by the National Lottery Heritage Fund.

4. Themes and priorities for future collecting

4.1 Themes and priorities for all our sites

4.1.2 Inclusive Collections

One of our future collecting priorities is to collect items that enable us to tell more diverse, representative, and inclusive stories within Monmouthshire. This will be informed by our current community engagement work being carried out across all three MonLife Museum sites which will help to identify the stories that are important to our communities. The community engagement will also enable us to recognise gaps in our collections.

This work will take place in 2023/4 as part of ongoing projects, and while community engagement will always be at the heart of our museum service, the current, concentrated approach will inform specific and targeted areas of future collecting.

4.1.3 Archaeology

Due to limitations on the size of storage space available at our sites and very limited funding for conservation, decisions to accept deposits of archaeological archives found in Monmouthshire will be made on a case-by-case basis. Acceptance of archaeological archives will be made with reference to the following documents:

- Monmouthshire Museums: Guidelines for the preparation and deposition of archaeological archive
- National Panel for Archaeological guidelines in Wales (2019) "Archaeological archive: selection, retention and disposal guidelines for Wales."

4.1.4 Portable Antiquities Scheme

We will continue to work with colleagues at Amgueddfa Cymru to accept objects as defined in the Treasure Act (1996) which are offered to the MonLife Heritage Museums via the Portable Antiquities Scheme. Decisions of whether to acquire items will be based on assessment of their significance within the local area, engagement potential, research interest and representation of items already in MonLife's collections and on the resources available. The museum service consists of small museums with a wide remit and does not

have any specialist curators in these areas and so are not able to accept items of Treasure for their research value alone. The museum service does not have a specific budget to fund acquisitions of Treasure and accepts that this may be a limiting factor.

4.2 Abergavenny

Abergavenny Museum collects items related to the history of Abergavenny and the surrounding area.

The following have been identified previously as areas of focus:

- Items which tell the story of the 20th and 21st century in Abergavenny and the surrounding area.
- Works of art by local artists depicting local scenes
- Items associated with Capel y ffin, Llanthony Abbey and the Llanthony Valley.

Currently at Abergavenny we will not look to actively collect artefacts. The lack of storage space and capacity amongst the team has led us to conclude that the responsible course of action is to collect only on a limited and passive basis.

4.3 Caldicot

Caldicot Castle collects items related to the history of Caldicot and the surrounding area.

- Those that tell the story of the 20th and 21st century in Caldicot and the surrounding area

Currently at Caldicot Castle we will not look to actively collect artefacts. The lack of storage space and capacity amongst the team has led us to conclude that the responsible course of action is to collect only on a limited and passive basis.

4.4 Chepstow

Chepstow Museum collects items related to the history of Chepstow and the surrounding area.

The following have been identified previously as areas of focus:

- Items, which tell the story of the 20th and 21st century in Chepstow and the surrounding area.”

Currently at Chepstow Museum we will not look to actively collect artefacts. The limited storage space, accessioning and cataloguing backlog, and capacity amongst the team has led us to conclude that the responsible course of action is to collect only on a limited and passive basis.

4.5 Monmouth

Shire Hall Museum, collects items related to the history of Monmouth and the surrounding area.

Monmouth Museum is currently moving into the Shire Hall. Subject to funding this work will be completed around 2027. We are undertaking consultation work with our communities and our future collecting priority is to collect items that enable us to tell more diverse, representative and inclusive stories that are related to the history of Monmouth. These themes will be identified through a focus on community engagement and internal research to identify themes currently underrepresented in our collections 2023/4.

In addition the following have already been identified as an areas of focus:

- Those that tell the story of the 20th and 21st century in Monmouth and the surrounding area
- Monmouth's current collection is currently very document and photograph heavy and so collection of artefacts will also be prioritised.

4.6 Nelson

As part of the Shire Hall redevelopment project research is currently being undertaken into our Nelson collection, the stories it tells and any relevant gaps within the collection. Priorities for any future collecting within the Nelson collection will be identified in 2024 in light of this work.

4.7 Natural History

We will not collect biological or geological material as we do not have the inhouse expertise to make meaningful decisions relating to these materials. We will signpost any offers of items to Amgueddfa Cymru. We are aware that this means a potential gap in collecting for South East Wales.

4.8 Definition of terms relating to the collection:

- 4.8.1** The basic principle for accepting artefacts is that they should relate to the town and local area surrounding each museum i.e. they should contribute to the story of Monmouthshire.
- 4.8.2** Local area is considered to be any area that sits within the county of Monmouthshire as it stands in January 2024. However the county border of Monmouthshire has changed over time and we hold in our collections items that may currently sit outside the county. There are also items, which due to the historical landscape may form part of a town's story even though they lie outside the town, and in some cases in a different county or even country. It is presumed that we will continue to collect such items if they relate to an existing collection, but any such acquisitions should be discussed with the appropriate museum. Section 7 already deals with this.
- 4.8.3** An object is considered to relate to the town and local area if:
- It was produced/made in the area
 - It was used in the area by a named person or at a named place.
 - It originated from the area – i.e. was part of a local business, organisation or the built heritage e.g. a cornflake packet from Basil Jones or a fireplace from a local building. NB: This is not a reason on its own to collect it. There should be other evidence of local association alongside.
 - Ownership – a named person with an association to the area owned it. NB: This is not a reason on its own to collect it. There should be other evidence of

local association alongside eg the item illustrates the owners life connected to Monmouthshire.

- Its subject matter represents the locality e.g. a painting, poem or piece of music relating to Chepstow Castle. It should either be a work of artistic merit in its own right, or by an artist of note, or it could be a work more important for its content and topographical detail than its artistic worth or authorship.

4.8.4 There are other items that do not fit into the above categories but may be considered for inclusion:

- It illustrates the way people lived in the area. NB: This is not a sufficient reason to collect new items. Whilst in the past it was deemed sufficient, now it is important for museums to collect the stories surrounding the object about the people who owned, used or made it, and what makes it part of (in our case) Monmouthshire's story. However, it may be enough to justify retention depending on certain factors, e.g. condition, context in the collection and suitability for display.

4.9 Consideration should also be given to whether there is an existing representation of it in the collection. For example it would be appropriate in most cases for only one example of an item to be collected and only replaced if a better example, for example a paper item in better condition.

5. Themes and priorities for rationalisation and disposal

Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections. Our approach to rationalisation and disposal is that it will be motivated by curatorial reasons only and we will not undertake disposal motivated principally by financial reasons. Our full disposal procedures are listed in section 16.

- 5.1** The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2** The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3** Having had strong Collecting Policies in place for some time, the collections contain, in the main, items which are relevant to our collecting areas. However, there are some items from the early days of the museum that now sit outside our collecting policy.

Our themes and priorities for rationalisation disposal are those objects that are not considered to have relevance to Monmouthshire and its history.

The 2022-2022 review of our collections funded by the National Lottery Heritage Fund largely focused on Abergavenny's collections due to its more complete cataloguing systems. Future disposal will prioritise Chepstow and Monmouth's collections. We are also in the process of reviewing our bulk archaeological collections which is another priority area of focus.

- 5.4** Any items in our collections which are part of a covenant or bequest need to be considered separately. For example, items that were part of the original Chepstow Society collection.

6 Legal and ethical framework for acquisition and disposal of items

- 6.1** The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

- 7.1** The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

- 7.2 Specific reference is made to the following museum(s)/organisation(s):**

Abertillery Museum
Amgueddfa Cymru – National Museum Wales.
Brynmawr Museum
Dean Heritage Museum
Gloucester City Museum & Art Gallery
Gwent archive
Herefordshire Museums
National Library of Wales,
Newport City Museum & Art Gallery
The Usk Rural Life Museum
The Castle & Regimental Museum, Monmouth
Torfaen Museums Trust
Tredegar Museum
Y Gaer, Brecon

MonLife Heritage also recognise the role of a distributed national collection in Wales and will make decisions surrounding the acceptance of items into our collections taking this into account.

8 Archival holdings

All of the museums hold and acquire material that is archival in nature, for example documents and photographs – in paper-based and digital format. In many cases these are associated with artefacts. There are cases where it is the archive only that we hold, these are usually historic collections.

In the case of current and future offers of archival material we will consult Gwent archives Collections Policy (2021), which defines “*archives as any media in any format which are generated by an organisation or individual during the course of their business activity.*” Gwent Archives accepts documents in the following formats:

- *Manuscript documents*
- *Typescript documents*
- *Digital records*
- *Photographic*
- *Maps and plans*

The archives which Gwent Archives collects falls into the following areas:

- *Records of past and present local authorities and statutory bodies*
- *Public records offered to the archives under the terms of the public records act 1958*
- *Records of organisations, businesses, individuals, societies, public and private institutions, and other activities relevant to the history and life of the Gwent area.*

Consideration will be given to the appropriateness of MonLife’s museums holding the items or them being offered to Gwent Archive. We will also consult with Gwent Archive to review some of the historical archives we hold to determine the most appropriate organisation to continue to provide access to and care of these materials. This will be outlined in our Collection’s documentation plan.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

Decisions for agreeing acquisitions are made by our Collections team and the Museums and Arts Manager at quarterly Collection acquisition meetings. In exceptional circumstances decisions will be made surrounding the acquisition of an item outside of this timeframe by the Collections Management Officer and/or the Community Museums Curator and/or the Museums and Arts Manager. The basic principle for accepting artefacts is that they should relate to the town and local area surrounding each museum. Further decisions are made based on the care, storage and documentation needs of each item. If an item is available to purchase discussion would occur between the professional collections staff as to the appropriateness of purchasing via the Museums Acquisition Fund with the final decision resting with the Museums and Arts Manager.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that

country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

- 9.3** In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

- 10.1** As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11 Biological and geological material

- 11.1** So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

- 12.1** The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2** In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

16 Disposal procedures

16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

- 16.3** When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort - destruction.
- 16.5** A process will be in place for ensuring decisions are taken at an appropriate level and identifying a system of delegated authority for deaccessioning decisions based on the value, significance, condition or hazards of an item. No decision to deaccession should ever be taken by one person acting alone but some decisions can be managed entirely by staff with a final approval by governing body. The decision to dispose of material from the collections will be taken only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice may be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum may also be sought.
- 16.6** A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the wider public domain. It will therefore be offered in the first instance, by gift or sale, to an organisation within the public domain or providing regular public access. If possible, identify suitable organisations within the public domain or providing regular public access and approach directly.
- 16.8** If no organisation within the wider public domain is identified directly, inform the museum sector and other relevant groups of availability of items through the Museums Association's "Find an Object" listing service or other channels.
- 16.9** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another organisation. Preference will be given to expressions of interest from organisation within the public domain or providing regular public access. If no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations.
- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the longterm benefit of the museum and its collections. This might include care of, access to and engagement with the

collections but is not likely to include short-term funding of existing posts or activities. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Welsh Government Culture Division and the Museums Association can provide further support on ethical decision making.

- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 16.13** The museum will not dispose of items by exchange.

Disposal by destruction

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Collections Documentation Policy

MonLife Heritage Museums 2024-2029

Abergavenny Museum, Caldicot Castle,
Chepstow Museum,
Shire Hall Museum, Monmouth (*formerly Monmouth
Museum / Nelson Museum and Local History Centre,
Monmouth*)

Date which this policy was approved by governing body:

Date at which this policy is due for review: January 2029

1. Introduction

Documentation underpins every aspect of museum activity. Recording collection information is central to being accountable for the collections, their accessibility, management, research, study and use.

Our policy for the documentation of the collections is to ensure that the information we hold relating to the collections is accurate, secure, reliable and accessible.

In our statement of purpose, we make the following commitments:

The Management of all heritage assets within MonLife to enhance the vibrancy of Monmouthshire, deliver inspirational and inspiring experiences and promote a deeply rooted sense of place.

- **Goal 1:** Contribute to the delivery of both the Council's key policy objectives and Welsh Government Priorities – including the Programme for Government, the Well Being of Future Generations Act, the Anti Racist Wales action plan and Curriculum for Wales, in order to deliver excellence at our sites, whilst including tackling social injustice, climate change and promoting our service for everyone.
- **Goal 2:** Build a future focused, resilient business model for MonLife heritage which is competitive and an exemplar of sustainability.
- **Goal 3:** Create county-wide engaging, quality, impressive and interconnected experiences which inspire passion, learning and exploration of collections, the built environment and the wider landscape, bringing our heritage to life.
- **Goal 4:** To engage a wide range of audiences, making the heritage physically and intellectually accessible for everyone, and for future generations.
- **Goal 5:** Ensure that, colleagues, volunteers and audiences are able to co-produce the future of MonLife Heritage ensuring that the stories which are presented, together with their significance, is understood by all and generates a real sense of pride and wellbeing.
- **Goal 6:** Build strong and lasting relationships with stakeholders and the communities in which our sites are based, to engender a shared responsibility for our heritage and develop a way to co-produce the presentation of this.

It is only possible to carry out these activities successfully if our documentation procedures are robust and up to date. Our aim is therefore to ensure that we have a fully documented Museum Collection that meets Spectrum Standards to at least a level required by the Accreditation Standard.

MonLife Heritage Museums is committed to creating and maintaining good quality information and accurate location information for collection items, which conforms to the Spectrum primary procedures as well as national and international standards, as far as possible.

We acknowledge that we have a documentation backlog. Our to reduce and remove the backlog is set out in a separate Documentation Plan. In the documentation plan the backlogs will be identified, prioritised and assigned targeted milestones that will be reviewed and updated on annual basis.

2. Aims and Objectives

2.1. The aim of this Policy is to ensure that we fulfil our guardianship, stewardship and access responsibilities. Through implementation of this policy our objective is to:

- improve accountability for the collections;
- maintain at least minimum professional standards in documentation procedures and collection information and attain the very highest standards wherever possible;
- extend access to collection information;
- strengthen the security of the collections.

2.2. We take a common-sense approach as to the level to which we document material. Ideally for the majority of the collections, especially those that have a high significance, monetary or scientific value, our collections staff will document to individual item level. However, for certain collections, such as bulk archaeological excavation material, it is neither feasible nor practical to document the material in this detail, and we will document items at group level. We therefore aim to have a basic 'inventory' record for all groups within the collection,

Our overall aim is that where items are catalogued individually, they will be documented to a more detailed 'catalogue' level.

'Inventory Level' and 'Catalogue Level' are identified within the Collections Trust's Spectrum 5.1 Cataloguing Standard. A summary of their definitions and the use of the different levels within MonLife Heritage Museums is provided below:

3. Definitions

We will document our collections to either Inventory or Catalogue level, as described below:

3.1 Inventory level:

This includes the basic information to be accountable for the objects in our care in order for items to be individually identified and verified. All large bulk groups of accessioned items, loans inward and outward, and any other unaccessioned objects as appropriate will be documented at this level.

3.2 Catalogue level

This is the ongoing process of recording and managing information about collections often from multiple perspectives to meet the needs of a range of users. All accessioned items will be documented at this level.

Catalogue Information will include identifying details as well as any additional information known about the object now or in the future. This could include:

- records on the history of the item,
- associated information relating to its maker, previous owners, significance,
- any related published information,
- information that arises from different uses and sources
- information about its condition
- any specific concerns relating to its care or use.

It is recognised that objects usually have more than one story. Individuals and groups contributing to collections information will bring different knowledge and perspectives.

Our approach to cataloguing will be inclusive. Where appropriate we will consult on the needs of different stakeholders and use this to inform our approach to cataloguing.

We will review past practices and historic terminology that may now be considered to be incorrect, harmful or offensive, recording changes so that past practises are not erased.

4. Accountability

4.1. Definition of accountability

The Museums and Galleries Commission defined the essence of accountability as follows:

"to enable museums to fulfil their fundamental responsibilities for collections and the information associated with them. The principles are that a museum should know at any time exactly for what it is legally responsible (this includes loans as well as permanent collections), and where each item is located."
(MGC 1993)

4.2 We will ensure that the collection management databases are the primary tools for creating and managing collections information and items for which the museum is legally responsible.

4.3 Many of our existing records are paper-based. In order to improve access and accountability, we will enter all new records onto computerised databases. Over time and in a phased programme, we will convert our older paper records to a computerised format, ensuring also that copies are kept in a safe separate location.

5. Accessibility

MonLife Heritage Museums is committed to providing access to collections information and collections physically and digitally for our community of users in accordance with our Care and Conservation Policy.

Access, appreciation and understanding of the collections is provided through exhibitions and displays, learning and engagement programmes and through content on our social media channels and collections website www.monlifecollections.co.uk

6. Controlled access to sensitive information

Museum staff have a duty of care to protect sensitive or confidential collections information in accordance with legal regulations.

All public requests for information will be considered in terms of compliance with the Freedom of Information Act (2000) and Data Protection Act (2018) and the Environmental Information Regulation (2004). We will review requests for information, especially confidential data such as donor information, environmental information, valuations or site details on a case by case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

7. Security against loss of irreplaceable collection information

We have in place measures to ensure the physical security and long-term preservation of all documentation records, whether paper or computerised. We will update all manual and computerised records as appropriate. Regular backups will be made to secure digital data. Where collection information is manually held or computerised we will make backup copies of all key files every 5 years, and where considered appropriate, house them securely off-site.

8. Training

All staff and volunteers responsible for creating and managing collections information will receive the appropriate training and document collections in accordance with individual sites Documentation Procedural Manuals.

Collections Care and Conservation Policy

MonLife Heritage Museums 2024-2029

Abergavenny Museum, Caldicot Castle,
Chepstow Museum,
Shire Hall Museum, Monmouth (*formerly Monmouth
Museum / Nelson Museum and Local History Centre,
Monmouth*)

Date which this policy was approved by governing body:

Date at which this policy is due for review: January 2029

1. Background

This policy will guide the activities of Abergavenny Museum, Chepstow Museum and Shire Hall Museum, Monmouth (formerly Monmouth Museum/The Nelson Museum and Local History Centre) and the accessioned collections of Caldicot Castle. It has been developed with reference to MonLife Heritage Museums Collections Development Policy and Collections Documentation Policy

Nationally recognised guidelines and standards have also been consulted including:

- PAS:198.2012: Specifications for Managing Environmental Conditions for Cultural Collections,
- PD:5454. 2012 Guide for the Storage and Exhibition of Archival Material,
- *EN 16893: 2018 Conservation of Cultural Heritage. Specifications for location construction and modification of buildings or rooms intended for the storage or use of heritage collections,*
- Benchmarks in Collections Care,
- PAS 197:2009 Code of Practice for Cultural Collections Management,
- SPECTRUM 5.1 procedures,
- The Institute of Conservation's Professional Guidelines.

2. Purpose of Conservation and Collections Care Policy

- 2.1** Monmouthshire County Council (MCC) recognises that caring for its collections is a fundamental duty for all museums. This Care and Conservation Policy acts as a statement to guide our approach to delivering the care of our collections.
- 2.2** This policy recognises the role which MonLife Heritage Museums' collections have in creating dynamic museums that play a role in place making and support and contribute to well-being, social justice and cultural diversity.
- 2.3** It is acknowledged that appropriate care and conservation of collections is required to enable collections to be utilised to connect the past with the present to inform and shape the future.
- 2.4** In guiding the activities of MonLife Heritage Museums, this policy seeks to maximise the care of, use and development of our collection held in trust for society and the benefit of current and future generations.
- 2.5** MonLife Heritage Museums recognises its role of promoting the conservation ethic to a wider audience through communicating and teaching the principles and methods of conservation.

- 2.6** This policy relates to all staff of MonLife Heritage Museums. Any contractors engaged by MonLife who may have impact on the Museums' buildings and collections should also be made aware of this policy.

3. General Principles

- 3.1** This Care and Conservation Policy covers the preservation of items of moveable cultural heritage which form the collections of Abergavenny Museum, Caldicot Castle, Chepstow Museum and The Shire Hall Museum Monmouth (formerly Monmouth Museum/ Nelson Museum and Local History Centre (Monmouth Museum)). These museums combine to form MonLife Heritage Museums Service which is part of the Monmouthshire County Council.
- 3.2** Responsibility for delivery of the care of MonLife Heritage's Collection lies primarily with the service's Museum Management and collection staff. This consists of Museum and Art Manager, Community Museums Curator and Collections Management Officer. MonLife's front of house and Learning staff should also have a commitment to preservation and an awareness of this policy. There are also two Collections Officers, two Engagement staff and the Shire Hall Lotter Project team on short term contracts. Who should also be aware of the policy.
- 3.3** Any staff involved in the care or conservation of collections must be aware of and acknowledge the limits of their understanding and ability.
- 3.4** The Collections covered by this policy are housed within Grade I and II Listed buildings or Scheduled Ancient Monuments. Reference is only made to the care of the building where it has direct impact on the preservation of the Museums' Collection. It is noted that responsibility for the care and conservation of these buildings lies with Monmouthshire County Council's Property Services Department. Consequently, guiding the approach to the care of these buildings lies outside the remit of this policy.
- 3.5** Within MonLife Heritage Museums long term preservation of the collections is achieved through a combination of preventative and remedial conservation measures. Preventative conservation covers the measures necessary to slow down or minimise deterioration of museum objects and specimens and structures. Remedial conservation involves a treatment to an object or specimen to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural or scientific value.

- 3.6** This Care and Conservation Policy has been drawn with consideration of the resources currently available within MonLife Heritage Museums at the time of writing. The Policy will be reviewed annual to take account of any changes. Where change does occur, we will aim to continue achieving policy recommendation.

4. Buildings and Museum Environment

- 4.1** MonLife Heritage Museums collections are housed within secure, watertight buildings. It is recognised that the maintenance of a building's fabric and services is fundamental to the preservation of both buildings and collections. To achieve this staff will liaise with Monmouthshire County Council's Property Services Department to ensure these buildings are appropriately maintained and any faults reported immediately.
- 4.2** The majority of MonLife Heritage Museums collections are housed in secure, collections only, storage rooms or gallery displays within each Museum. Where necessary, the environment in these spaces is controlled to ensure nationally approved standards are met.
- 4.3** A minority of oversized and bulk insensitive archaeological finds are currently housed in an additional storage unit at an Industrial Estate in Caldicot. As the environment in this store is not controlled or routinely monitored, storage is limited to collections considered to be of low risk.
- 4.4** The environment within the Museums buildings is constantly monitored using MEACO telemetric software to ensure the climate within the buildings is understood and changes efficiently acted upon to prevent damage to the collection. Short term localised monitoring is also deployed using Tiny Tag Monitors. Environmental monitoring equipment will be calibrated annually.
- 4.5** MonLife Heritage Museums is mindful of its environmental impacts and environmental control within the museums is delivered with consideration of this. Environmental impacts should be identified when considering future developments and possibilities of passive environmental control explored.
- 4.6** Parameters for environmental control have been set through understanding of the collections and the museum's natural environment and by consulting nationally recognised standards including PAS198 and PD 5454.

- 4.7** Once objects have reached equilibrium within the museum environment, they will not be exposed to Relative Humidities above 65%RH in storage or display areas. This is to prevent accelerated decay and mould growth. In addition, the environment within galleries and stores will not fall below 30%RH to reduce the risk of accelerated physical damage to organic collections. More specific microclimates for more vulnerable objects will be created as conservation staff consider appropriate.
- 4.8** The environment within the Museum's stores will be monitored and controlled to prevent sudden extreme changes in RH that occur at a rate considered to cause unacceptable irreversible physical change in collections. Gradual seasonal changes in RH and Temperature are acceptable.
- 4.9** The upper limit for temperature in the Museum buildings will aim to be 25°C, whilst the lower limit for store temperatures will be 5°C. This is to prevent accelerated deterioration of the collection and risks associated with freezing and subsequent flood damage respectively.
- 4.10** It is recognised that light within a collection space can cause extensive and irreversible damage to collection materials. Where it can not be eliminated, collections exposure to Ultra Violet Light (UV) light shall not exceed 75 μ W/lumen. Light levels for collections on display will be determined by conservation staff that enable expected collection lifetimes to be achieved. This will be based on an understanding of individual items sensitivity to light, UV radiation and IR radiation. It is recognised that when setting parameters for light levels the need for staff and any visitors to see the collection should be considered. The collections' exposure to light will be routinely monitored.
- 4.11** MonLife Heritage Museums will remain abreast of developments in lighting technology taking measures to optimize energy efficiency of light systems and identify lower energy light sources.
- 4.12** The potential damage internally generated pollutants can cause to collections is recognised. Sensitivity of collections to pollutants in enclosed storage and display cases will be determined. The potential of materials used in enclosed storage and display cases to emit pollutant will be evaluated. This knowledge will be used to ensure materials are selected that do not emit gaseous pollutants to an extent that would be expected to cause unacceptable irreversible change to the contents of the enclosure. Monitoring enclosures for pollutants may be undertaken if there is a considered high risk.

- 4.13 Objects selected for open storage and display will be evaluated to determine their sensitivity to outdoor generated pollutants and dusts. Steps will be taken to reduce their exposure to this based on an understanding of pollutants within the surrounding environment and material sensitivity of each individual object.
- 4.14 MonLife Heritage Museums recognises the role which cleaning, housekeeping and pest management plays in preserving collections.
- 4.15 Integrated Pest Management schemes are used to monitor insect pest activity and standards such as Benchmarks in Collections Care will be utilised to ensure best practice is achieved in this area.

5. Remedial Conservation

- 5.1 When objects require remedial conservation work due to their condition or display requirements, only those with appropriate conservation expertise and cultural, historical and technical knowledge to carry out the conservation measures required will be appointed to conduct this work.
- 5.2 When remedial conservation work is contracted to external specialists, conservators accredited by the Institute of Conservation (ICON) will normally be selected.
- 5.3 Volunteers or interns may be tasked with employed to conducting basic object conservation and care only at the discretion and supervision of MonLife Heritage Museums collection staff. Involvement of volunteers or interns in conservation activities will be conducted in agreement with MCC's Volunteer Policy.
- 5.4 Any remedial conservation work undertaken will be in agreement with ICON's Professional Guidelines and accompanied by full documentation to current national standards.
- 5.5 Materials utilised in conservation treatments will be selected with a consideration of their environmental impact and in accordance with COSHH regulations.
- 5.6 MonLife Heritage Museums will ensure that appropriate Personal Protective Equipment is available and always worn when required.

6. Collections & Handling

- 6.1 All staff and volunteers required to handle collections will be appropriately trained in accordance with national standards.

- 6.2** Specialist trained staff or contractors will be enlisted to handle or transport large, heavy, complex or fragile items.
- 6.3** A risk assessment approach will be utilised to select appropriate levels of object access and to guide selection of objects for short or long term displays and for handling by the general public. This will be based on an understanding of the sensitivity of individual objects.
- 6.4** MonLife Heritage Museums will routinely assess the condition of collections within its care.
- 6.5** Before making new acquisitions, staff will consider the storage and cost implications of providing long term conservation and care for the prospective item.
- 6.6** Condition of new acquisitions will be assessed and those considered to present a risk to the rest of the collection will immediately be quarantined and monitored until the threat is no longer identified.
- 6.7** Should MonLife Heritage Museums conclude that it is unable to provide appropriate care or accommodation for an object or better access and/or care can be provided by other organisations collection rationalisation will be considered. Process outlined in our Collection Development Policy and the Museums Association's Disposal Toolkit will be followed to maintain best practice.

7. Loans

- 7.1** MonLife Heritage Museums will ensure that the lender's conservation requirements can be met before agreeing to borrow objects.
- 7.2** Before agreeing to loan an item from its institution to another organisation, collections staff will conduct a risk assessment of all factors involved and assess resources available. A thorough condition assessment will be made an item is lent from its collection.
- 7.3** Objects borrowed and loaned will be condition checked on arrival and departure.

8 Emergency Plan

MonLife Heritage Museums holds an emergency plan for each of its museums and recognises the need to immediately consult collections staff when collections are at risk.

9 Training

- 9.1** When considered appropriate collections staff will provide training in conservation and collections care for the museums' staff, interns and volunteers, using external providers if necessary.
- 9.2** It is recognised that the continued professional development of staff is imperative to ensure the long term preservation of its collections. MonLife Heritage Museums will share its collections care and conservation expertise and knowledge as widely as possible.

10 Review of Care and Conservation Policy

This policy and all efforts to improve the care and conservation of MonLife Heritage Collections will be reviewed annually by collections staff.

Abergavenny Museum Access Policy Statement

Accessibility

We want everyone who visits Abergavenny Museum and Castle to feel included and to enjoy our exhibitions and events.

We recognise that there are many barriers that limited access to our collections and sites. To challenge and overcome these barriers we will continue to undertake initiatives to reach with different sectors of the community and engage them with the museum and its collections.

We will continue to consult with users, non- users, specialist organisation, and other museums and galleries on the best and most practical ways of improving access to our museum and collections.

Getting here

Abergavenny Museum and Castle is in the town of Abergavenny. The Museum is located within the Castle grounds.

Access to the Museum and Castle grounds is via a pedestrian gate at the end of Castle Street. The museum does not have a car park. It is possible to drive to the front of the pedestrian gate for drop off and pick up.

Abergavenny Castle grounds are a Scheduled Ancient Monument. The grounds are rough and uneven. Access to the central area of the Castle is along a gravel track. There are many potholes. The remainder of the castle grounds are grassed and there are some uphill sections. There are benches to sit on located around the grounds.

The Museum is in the main building within the castle grounds. It is approached via long ramped path which is quite steep.

Car

The nearest parking for Blue Badge holders is at Castle Street car park.

Castle Street car park is the nearest public car park to the museum. It is around 5 minutes walk away. There are accessible public toilets at the car park. The location of the car park and other car parks in Abergavenny can be found here: [Our Car Parks - Monmouthshire](#) .

Bus

The nearest bus station is Abergavenny Bus station. The bus station is located on Monmouth Road. The bus stations postcode is NP7 5HF. There are accessible public toilets at the bus station. It is approximately 15 minutes walk from Abergavenny Bus Station to the Museum and Castle. A short section of the walk along Lower Castle Street is up hill, along narrow pavements. It is possible to take a longer more accessible route. More information about Abergavenny bus station can be found

here: [Abergavenny Bus Station - Bus Station in Abergavenny, Abergavenny - Visit Monmouthshire](#)

Train

The nearest Train station is Abergavenny located on Station Road. It is approximately 20 minutes walk from the train station to the museum. A short section of the walk along Lower Castle Street is up hill, along narrow pavements. It is possible to take a longer more accessible route. Please check with Transport for Wales for up to date arrangements for step free access to the southbound platform. More information about Abergavenny Train station and travel routes can be found here [Abergavenny Station | Train Times | Transport for Wales \(tfw.wales\)](#)

Bikes

The Museum and Castle is located near to the National Cycle Route NCN 46. More information about Abergavenny Active travel routes is available here: [Abergavenny - Monlife](#)

Getting around the building

As with many historic buildings, it is difficult to access some areas. We are committed to continuing to enhance access to the buildings and the collections for those with a physical or sensory disability in the best ways that the limitations of our historic building allow.

The entrance door is normally fixed open and is a double door. This is shortly followed by an internal glass door with push button automated door opener. The reception is on the left-hand side. Please ask if you need assistance.

The museum is located on 4 levels with stepped access between them. There are handrails along each flight of steps, except for the small flight of steps from the Keep Gallery to the Link Corridor. Alternative step free access to most levels can be provided via external doors with ramped access. These are openable on request by talking to our staff at the reception. Unfortunately, it is not possible to access our Basement level displays without using the stairs.

Access to staff working areas is via a metal spiral staircase and is by appointment only.

Accessible Toilets

An Accessible toilet is located near the main entrance between the Keep and Temporary exhibition gallery. It is accessed via a small flight of stairs. Step-free access to the toilet is provided via external doors with ramped access. These are openable on request by talking to our staff at the reception.

Assistance dogs

Assistance dogs are welcome in the Museum and Castle.

We ask that Assistance dogs remain on the lead when in the Museum and when outside in the Castle grounds. This is to protect our collections and for everyone's safety and comfort.

A full access guide to the museum is available on request.

Wheelchair and Physical Access

Visitors to our Museums with limited mobility, wheelchairs and pushchairs can access the Museums' reception desk and keep Gallery via the front door. The narrowest point to access the reception desk is 82.5cm. Visitors should ask at the reception desk to find out how to access the accessible toilet and other galleries via the wheelchair accessible external doors. A member of staff will need to help you open these doors so please be patient at busy times.

Access to our basement level displays is down a steep flight of stone stairs. Visitors are advised to take extra care when accessing these stairs. Wheelchair access is not possible to these displays. The basement displays include our Second World War Anderson shelter, Saddlers and leather working tools display, Victorian Welsh kitchen and our 1940s Basil Jones local grocery store. Our Front of House team can provide you with alternative information about these displays. We continue to work towards finding alternative ways to make these exhibits more accessible. You can see objects from the Basil Jones Grocery store here: [You searched for basil jones - MonLife Collections](#) There is also information about World War II here [Collections Online - MonLife Collections](#)

Some of the flooring in the museum is uneven and most of the stairs are stone.

There are places to sit around the museum.

Visual access

All interpretation text is captioned with text size 14 or above. A large print copy of display texts is available on request.

There are replica objects to support our collection which can be handled in the Keep gallery. Please ask staff to direct you to these.

Audio material to support visual exhibits is available at listening posts in the Keep gallery, Welsh kitchen display (Basement level) and during some of our temporary exhibitions.

In order to protect some of our vulnerable collections some of our displays have low light levels. This some of our temporary exhibitions.

Auditory Access

All our galleries have written material to support the interpretation of our exhibits.

The listening posts in the Keep Gallery and Welsh kitchen have headphones.

Sensory Access

When you enter the Museum, you will walk into the Keep Gallery. This is where our reception desk, donation box, small shop, display cases and craft activities are. There is also a video screen playing images with headphones. This area can be busy at times.

The link Corridor joins the Keep Gallery to the Temporary exhibition gallery. Our accessible toilet is here. There is a hand-dryer in the toilet, which can be loud.

Our Temporary exhibition gallery is normally quieter. Sometimes we have exhibitions with videos and sound playing here.

The floors and walls in each of our galleries and rooms are made from different materials so different spaces might sound different.

In the basement galleries our World War II Anderson shelter has a siren which can be played by pushing the button. This makes a loud noise. The Anderson shelter is a dark small space.

Quieter days to visit the museum are normally on a Monday, followed by a Thursday, but we cannot guarantee this.

The museum is developing a general visual story featuring pictures of the museum and information about what to expect when you visit.

Baby feeding and changing

We welcome our visitors breastfeeding and bottle-feeding their babies in all areas of the museum and castle. There are baby changing facilities in our accessible toilet.

Period Products

A selection of free period products are available for visitors to use.

Exhibitions & Events

We want everyone to be able to enjoy our exhibitions and events. Entry to the museum is free. We also have a range of free make and take craft activities and indoor and outdoor play resources for all our visitors to enjoy. There are opportunities for handling objects and trying on replica costume throughout the museum.

Our events and learning programme is delivered at as low a cost as possible.

We try to use lots of different ways to tell the stories of our collections so that our visitors can access information in a way that is suitable for them. We constantly strive to update and reinterpret some of our more historic interpretation so that this is as accessible as possible. We acknowledge that this is a work in progress.

Our staff are always happy to provide additional information and assistance wherever possible.

As well as objects on display and informative text panels we share the stories around our collection via listening posts and wall mounted television screens.

More information about our collections including those not on display can be found on our Collections website [Home - MonLife Collections](#)

Additional learning resources including films featuring some of our collections and information about our learning programme, schools loan boxes and Memory boxes can be found on our website [Learning - Monlife](#)

All new exhibition and published content is provided bilingually in Welsh and English. When engaging with community groups, we explore opportunities to provide additional interpretation in other languages.

All staff receive equality and diversity training.

Collections

We welcome volunteers from a wide range of backgrounds to get involved in helping us care for our collections.

We are committed to working with under-represented groups to make sure their voices are heard and to improving the representation of their stories within our collections and interpretation. We acknowledge that some of our collections can tell any stories and some of these may cause offense. We are committed to working towards adding context to the way these collections are displayed, catalogued and accessed.

We recognise the importance of taking our collections and stories out to our communities so that they can be accessed by a wider range of users.

We encourage the widest possible audience to study the collection and seek ways to improve and extend access to information and scholarly research.

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Caldicot Castle and Country Park

Access Policy Statement

Accessibility

We want everyone who visits Caldicot Castle and Country Park to feel included and to enjoy our exhibitions and events.

We recognise that there are many barriers that limited access to our collections and sites. To challenge and overcome these barriers we will continue to undertake initiatives to reach with different sectors of the community and engage them with the museum and its collections.

We will continue to consult with users, non- users, specialist organisation, and other museums and galleries on the best and most practical ways of improving access to our Castle and collections.

Getting here

Caldicot Castle and Country Park is located on the outskirts of Caldicot. The Castle is located within the country park.

Access to the Country Park is via a vehicle and pedestrian gate of Church Road. The Castle has a car park. It is possible to drive to the front of the Castle for drop off and pick up if requested in advance.

Caldicot Castle grounds are a Scheduled Ancient Monument. The grounds are rough and uneven. Access to the central area of the Castle from the car park is approximately 50m uphill along a gravel track and over a wooden bridge. There are many potholes. The remainder of the Castle grounds are grassed and there are some uphill sections. There are benches to sit on located around the grounds.

Car

The nearest parking for Blue Badge holders is at Caldicot Castle and Country Parks Car park. There are 3 designated parking spaces.

The postcode for Caldicot Castle's car park is **NP26 4HT**. There are accessible toilets in the car park.

Bus

The nearest bus station is "Caldicot Cross" about a 5 minute walk along Church Road from the entrance to the Country Park. The walk is along pavements until you enter the Country Park when the walk is tarmac road.

More information on bus transport can be found here [Traveline Cymru - Journey Planning Wales](#)

Train

The nearest Train station Caldicot Station. It is approximately 30 minutes walk from the train station to the museum. The walk is along pavements until you enter the Country Park when the walk is tarmac road. Please check with Transport for Wales for accessibility and mobile access arrangements at the station [Caldicot Station | Train Times | Transport for Wales \(tfw.wales\)](#).

Bikes

The Museum and Castle is located near to the National Cycle Route NCN 4. More information about Caldicot Active travel routes is available here: [Caldicot - Monlife](#)

Getting around the building

As with many historic buildings, it is difficult to access some areas. We are committed to continuing to enhance access to the grounds, buildings and the collections for those with a physical or sensory disability in the best ways that the limitations of our historic building allow.

The entrance way into the Castle is over a wooden bridge and then through the Gatehouse and entrance door which is approximately 200cm wide. The Castle doors are fixed open. The surface here is stone.

The Castle's Courtyard and lawns have some level access areas with paving and hard standing. Other areas are grassed with some uphill slopes. Other areas have steep stone sided paths.

In the Castle's Courtyard there is a pond which is surrounded by a wooden barrier. The Castle's well has a stone surround and is covered by a metal grill.

One of the ruined tower's (DeBohun Gateway) is accessible at ground level. The ground inside the tower is uneven. A doorway (63cm) leads to the garderobe.

The Castle has several towers and a banqueting hall. All of these are only accessible by stepped access.

Access to staff working areas is up steep stone staircases and is by appointment only.

The Castle's café is approximately 20m from the Gatehouse entrance. It has level access via double doors which are fixed open during opening times.

There are level trails, with wide gates and regular resting places, around the Country Park. There are leaflets and a printed map available which detail walks around the country park.

There are benches and picnic benches to sit around the Castle Courtyard and Country Park grounds.

Accessible Toilets

An Accessible toilet is located in Caldicot Castle and Country Park's car park. A RADAR key is available from the tearoom during opening hours. There is an accessible toilet in the Castle, next to the tearoom.

Assistance dogs

Assistance dogs only are welcome in the Castle buildings. Other dogs are welcome in the Castle Courtyard and Country Park.

We ask that all dogs remain on the lead when in the Castle Courtyard. This is for everyone's safety and comfort and to protect our collections.

Full access guide

A full access guide to the Castle is available on request.

Wheelchair and Physical Access

There are level paths in the Castle's Courtyard and to the tearoom which can usually be accessed by visitors with limited mobility, wheelchairs and pushchairs.

The Keep Tower is accessed via 2 flights of steep stone steps with incomplete handrails.

The Woodstock tower is accessed via 7 wooden steps with a handrail. Access to the other levels of the Woodstock tower is via large spiral stone steps with a handrail all the way to the top.

The South East Tower is accessed via 11 wooden and 2 stone steps with a handrail.

The Banqueting Hall and Solar are accessed via very steep and uneven stone steps with a handrail. There are also steep wooden steps with a handrail up to these areas.

Castle Staff are happy to share some videos of the less accessible parts of the Castle including the towers and banqueting Hall with visitors. These are available on an iPad in the tearoom and there is also a Mobile app that visitors can download by scanning a QR code in the shop.

Floors inside the Castle buildings are uneven, and the majority of the stairs are stone.

There are places to sit around the Castle.

Visual access

All recent interpretation text is captioned with text size 14 or above.

Sensory Access

When you enter the Castle, you will walk into the Courtyard. This is a large outdoor grassy space. This area can be busy at times. There might be dogs in the Courtyard and people being noisy and running around.

The floors and walls in the Castle's buildings and rooms are made from different materials so different spaces might sound different.

Quieter days to visit the Castle are normally on a Tuesday, Wednesday or Thursday, except during school holidays, but we cannot guarantee this.

The Castle is developing a general visual story featuring pictures of the Castle and Country Park and information about what to expect when you visit.

Baby feeding and changing

We welcome our visitors breastfeeding and bottle-feeding their babies in all areas of the Castle. There are baby changing facilities in our accessible toilet.

Period Products

A selection of free period products are available for visitors to use.

Learning & Events

We want everyone to be able to enjoy Caldicot Castle and Country Park. Entry is free. We have outdoor play resources for all our visitors to enjoy. There is a play area next to the Castle and Country Park car park.

Our events and learning programme is delivered at as low a cost as possible.

We try to use lots of different ways to tell the stories of our collections so that our visitors can access information in a way that is suitable for them. We acknowledge that this is a work in progress.

Our staff are always happy to provide additional information and assistance wherever possible.

More information about our collections including those not on display can be found on our Collections website [Home - MonLife Collections](#)

Additional learning resources including films featuring some of our collections and information about our learning programme, schools loan boxes and Memory boxes can be found on our website [Learning - Monlife](#)

All new interpretation content is provided bilingually in Welsh and English. When engaging with community groups, we explore opportunities to provide additional interpretation in other languages.

All staff receive equality and diversity training.

Collections

We welcome volunteers from a wide range of backgrounds to get involved in helping us care for the Caldicot Castle and Country Park.

We recognise the importance of working with our communities and teaching as wide an audience as possible. We are exploring opportunities to develop this work.

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Chepstow Museum Access Policy Statement

Accessibility

We want everyone who visits Chepstow Museum to feel included and to enjoy our exhibitions and events.

We recognise that there are many barriers that limit access to our collections and sites. To challenge and overcome these barriers we will continue to undertake initiatives to reach different sectors of the community and engage them with the museum and its collections.

We will continue to consult with users, non- users, specialist organisation, and other museums and galleries on the best and most practical ways of improving access to our museum and collections.

Getting here

Chepstow Museum is in the town of Chepstow. It is located on the bottom end of Bridge Street, not far from the river.

Access to the Museum is via a level, slightly uphill bonded gravel forecourt leading to the front entrance. There are 2 shallow steps up to the front entrance. An alternative ramped entrance with railings is around the left-hand side of the building. Please ring the doorbell to enter through this door. The narrowest point for this entry is 80cm.

The museum does not have its own car park.

Car

The nearest parking for Blue Badge holders is Chepstow Castle Dell Car Park.

Chepstow Castle Dell car park is the nearest public car park to the museum. It is across the road from the museum, around 2 minutes walk away. There are accessible public toilets at the car park. The location of the car park and other car parks in Chepstow can be found here: [Our Car Parks - Monmouthshire](#) .

Bus

The nearest bus station is Chepstow Bus station. The bus station is located on Thomas Street, next to M&S Foodhall. The bus stations postcode is NP16 5DH. It is approximately 15 minutes walk from Chepstow Bus Station to the Museum and Castle. The walk from the bus station to the museum is down hill. More information about Chepstow bus station can be found here: [Chepstow Bus Station - Bus Station in Chepstow, Chepstow - Visit Monmouthshire](#)

Train

The nearest Train station is Chepstow located on Station Road. It is approximately 20 minutes walk from the train station to the museum. Part of the walk is down hill. Please check with Transport for Wales for up-to-date arrangements for step free access to Platform 2 towards Newport. More information about Chepstow Train station and travel routes can be found here [Chepstow Station | Train Times | Transport for Wales \(tfw.wales\)](#)

Bikes

The Museum is located on National Cycle Route NCN 42. More information about Chepstow Active travel routes is available here: [Chepstow - Monlife](#)

Getting around the building

As with many historic buildings, it is difficult to access some areas. We are committed to continuing to enhance access to the buildings and the collections for those with a physical or sensory disability in the best ways that the limitations of our historic building allow.

The front entrance door is normally fixed open and is a double door (118cm). The entrance lobby leads to an internal glazed door which is normally closed. (83 cm). The door can be pushed or pulled open. The reception is on the left-hand side. Please ask if you need assistance.

The side entrance door (110cm) is on the left hand side of the building and accessible via ramp (114cm). This is a double door. Please ring the doorbell for assistance. Once inside, visitors using this door will pass through 2 further doors (80cm) before entering the main foyer, shop and reception area of the museum. Staff will help with opening these doors.

The museum is located on 2 levels with stepped access between them. The ground floor galleries are accessed via doorways and corridors approximately 1m wide. There are handrails along the winding cantilevered 18th century staircase. Unfortunately, it is not currently possible to access the first floor level displays without using the stairs.

There is a small display of a traditional 19th century stop net fishing boat and some outdoor play resources outside in the museum. Access is by traveling around the left hand side of the building along a level bonded gravel path. The path is slightly sloping in places.

Access to staff and volunteer working areas are via the winding cantilevered staircase and is by appointment only.

Accessible Toilets

An Accessible toilet is located on the ground floor off a corridor near the entrance.

Assistance dogs

Assistance dogs are welcome in the Museum.

We ask that Assistance dogs remain on the lead when in the Museum and when outside in the grounds. This is to protect our collections and for everyone's safety and comfort.

Full access guide

A full access guide to the museum is available on request.

Wheelchair and Physical Access

Visitors to our Museums with limited mobility, wheelchairs and pushchairs can access the Museums' reception desk and ground floor displays via the ramp to the side door on the left hand side of the building. The narrowest point to access the ground floor of the museum is 80cm. Visitors should ask at the reception desk to find out how to access the accessible toilet and ground floor displays. The ground floor displays include our Temporary Exhibition Gallery, Growth of the Town, History of the House and Town at Work displays.

For those unable to access the first floor level displays there is reproduction print of our Turner watercolour painting of Chepstow castle on display for you to enjoy. We also have a video additional explanatory video about the painting that can be viewed on a tablet.

Visitors with pushchairs may enter via the front entrance up the 2 shallow steps. Pushchairs may be left in the lobby during your visit.

Access to our first floor galleries and volunteer spaces is via a winding cantilevered staircase. There are oil paintings of the river wye on the walls. Visitors are advised to take extra care when accessing these stairs. Wheelchair access is not possible to our first floor displays.

The first floor displays include the Print Room hung with framed prints of Chepstow castle, Domestic history of 19th and 20th century objects and the Wye Tour Room telling the story of the tour down the river wye from Ross to Chepstow popular in the late 18th /early 19th century. Our Front of House team can provide you with alternative information about these displays. We continue to work towards finding alternative ways to make these exhibits more accessible. You can see some objects from the first floor galleries here: [Chepstow Collection - MonLife Collections](#)

Some of the flooring in the museum is uneven. There is a variety of different flooring in the museum including stone, wood. Carpet and quarry tiles.

There are places to sit around the museum.

Visual access

All interpretation text is captioned with text size 14 or above. A large print copy of temporary exhibition display texts is available on request.

There are replica objects to support our collection which can be handled in the Print Room gallery. Please ask staff to direct you to these.

Audio material to support visual exhibits is available at touch screen interactives outside beside the Stop Net Fishing Boat and in some of our Temporary Exhibitions.

In order to protect some of our vulnerable collections some of our displays have low light levels. This includes some of our temporary exhibitions.

Auditory Access

All our galleries have written material to support the interpretation of our exhibits.

Most of the touch screen interactives can be accessed without sound and some have subtitles.

Sensory Access

When you enter the Museum, you will walk into the entrance Foyer. This is where our reception desk, donation box, small shop and some displays are. The Foyer is also from where you enter three different gallery spaces and the stairs to the first floor. This area can be busy at times.

There are play activities located all around the building.

On the left hand side of the reception desk is the Growth of the Town Gallery. This lights in this gallery come on when you enter the room.

A corridor joins the entrance foyer to the History of the House and Town at Work galleries. Our toilets are here. There are hand-dryers in the toilet, which can be loud.

The lights in the Town at work gallery come on as you enter the room. There are touchscreen interactives in the Town at Work Gallery.

Upstairs the lights in the Wye Tour Room come on as you enter the room. This gallery has video interactives. The Wye Tour Room also has hidden doors that when opened reveal birds and animals of the Wye Valley and the noises they make.

The lights in the Print Room come on when you enter the room. This is where most of our family craft activities are. This space can sometimes be noisy.

Our Growth of the Town, Domestic History and Temporary Exhibition galleries are normally quieter. Sometimes we have exhibitions with videos and sound playing here.

The floors and walls in each of our galleries and rooms are made from different materials so different spaces might sound different.

Quieter days to visit the museum are normally on a Monday, followed by a Friday but we cannot guarantee this. The Museum is normally a lot busier and noisier during the school holidays.

The museum is developing a general visual story featuring pictures of the museum and information about what to expect when you visit.

Baby feeding and changing

We welcome our visitors breastfeeding and bottle-feeding their babies in all areas of the museum. There are baby changing facilities in our accessible toilet.

Period Products

A selection of free period products are available for visitors to use.

Exhibitions & Events

We want everyone to be able to enjoy our exhibitions and events. Entry to the museum is free. We also have a range of free make and take craft activities and indoor and outdoor play resources for all our visitors to enjoy. There are opportunities for handling objects and trying on replica costume throughout the museum.

Our events and learning programme is delivered at as low a cost as possible.

We try to use lots of different ways to tell the stories of our collections so that our visitors can access information in a way that is suitable for them. We constantly strive to update and reinterpret some of our more historic interpretation so that this is as accessible as possible. We acknowledge that this is a work in progress.

Our staff are always happy to provide additional information and assistance wherever possible.

As well as objects on display and informative text panels we share the stories around our collection via interactive touch screens and wall mounted television screens.

More information about our collections including those not on display can be found on our Collections website [Home - MonLife Collections](#)

Additional learning resources including films featuring some of our collections and information about our learning programme, schools loan boxes and Memory boxes can be found on our website [Learning - Monlife](#)

All new exhibition and published content is provided bilingually in Welsh and English. When engaging with community groups, we explore opportunities to provide additional interpretation in other languages.

All staff receive equality and diversity training.

Collections

We welcome volunteers from a wide range of backgrounds to get involved in helping us care for our collections.

We are committed to working with under-represented groups to make sure their voices are heard and to improving the representation of their stories within our collections and interpretation. We acknowledge that some of our collections can tell any stories and some of these may cause offence. We are committed to working towards adding context to the way these collections are displayed, catalogued and accessed.

We recognise the importance of taking our collections and stories out to our communities so that they can be accessed by a wider range of users.

We encourage the widest possible audience to study the collection and seek ways to improve and extend access to information and scholarly research.

Shire Hall Museum Access Policy Statement

Accessibility

We want everyone who visits Shire Hall Museum to feel included and to enjoy our exhibitions and events.

We recognise that there are many barriers that limit access to our collections and sites. To challenge and overcome these barriers we will continue to undertake initiatives to reach different sectors of the community and engage them with the museum and its collections.

We will continue to consult with users, non- users, specialist organisations, and other museums and galleries on the best and most practical ways of improving access to our museum and collections.

Getting here

Shire Hall Museum is in the town of Monmouth. It is located in Agincourt square at the top end of Monnow Street.

Access to the Museum is across a cobbled square. It is possible to by-pass the cobbles by traveling on the flat paving slabs around the side of Agincourt square to the front entrance of Shire Hall. There are automatic entry doors that will open as you approach the reception area.

The museum does not have its own car park.

Car

The nearest parking for Blue Badge holders is on Priory Street, opposite Iceland, a few minutes away.

Glendower Street car park is the nearest public car park to the museum. The location of the car park and other car parks in Monmouth can be found here: [Our Car Parks - Monmouthshire](#) .

Bus

The nearest bus station is Monmouth Bus station. The bus station is located off Monmouth Keep. The bus stations postcode is NP23 3EG. It is approximately 10 minutes walk from Monmouth Bus Station to the Museum. The walk from the bus station to the museum is up hill. More information about Monmouth bus station can be found here: [Monmouth Bus Station - Bus Station in Monmouth, Monmouth - Visit Monmouthshire](#)

Train

There is no train station in Monmouth. The nearest train stations are Hereford, Chepstow or Abergavenny. You can catch onward bus connections to Monmouth from these towns.

Bikes

The Museum is located on National Cycle Route NCN 423. More information about Monmouth Active travel routes is available here: [Monmouth - Monlife](#)

Getting around the building

As with many historic buildings, it is difficult to access some areas. We are committed to continuing to enhance access to the buildings and the collections for those with a physical or sensory disability in the best ways that the limitations of our historic building allow.

To access the entrance of Shire Hall you must first pass through metal gates (110cm). The front entrance door is an automated double door (250cm). This leads to the entrance foyer where the shop and reception is located. Please ask if you need assistance.

The museum is located on multiple levels with a lift providing access to each level. The lift is 90cm wide. This is the narrowest point in the publicly accessible areas of the building. Shire Hall staff can direct you to the lift and which level you need.

On the Lower 1st Floor you will find the Community Room, accessible toilet and baby changing facilities and public toilets.

On the Ground Floor children's activities, Dig Monmouth displays and The Jury Room with the Library are accessed via doorways and corridors. All doors in public areas are fixed open or have push button automated doors.

There are handrails along the main wooden staircase that lead to the other levels.

On the 2nd Floor you will find Court Room 1- the fully restored courtroom as it was in 1840 when the Chartist Trials took place. Court Room 2 is also on this level where we host Temporary Exhibitions, and the Henry the V tapestry is on display.

From the 2nd Floor you can access the cells in the Basement (-2 level) of the Shire Hall where prisoners were kept. The cells can also be accessed by the lift.

Monmouth Town Council is open for business within the building. The Council Chamber and Mayors Parlor is on the 3rd Floor and The Town Council Offices on the 4th Floor. All are accessible via the lift.

Staff and volunteer working areas can be accessed via the staircase or lift and are by appointment only.

Volunteers working with or visitors with an appointment with the Collection Team in Market Hall can request a copy of Market Halls access statement.

Accessible Toilets

Accessible toilets are located on the lower ground floor and on the 3rd floor and are accessed via the lift near the entrance. The other public toilets are located close to the lift, please follow the signage.

Assistance dogs

Assistance dogs are welcome in the Museum.

We ask that Assistance dogs remain on the lead when in the Museum. This is for everyone's safety and comfort and to protect our collections.

Wheelchair and Physical Access

Visitors to our Museums with limited mobility, wheelchairs and pushchairs can access the Museums' Reception Desk and ground floor displays via the Front Entrance of the Museum. All other levels can be accessed via the lift.

There is a central stone and wooden staircase leading to all levels of the building with a consistent handrail. There are many steps so those with limited mobility may wish to use the lift.

The steps from Court Room 1 down to the Cellars are very steep stone steps. Visitors are advised to take extra care when accessing these stairs. Alternatively, it is possible to access the cells via the lift.

Access to the Public Viewing Gallery above Court Room 1 is from a door on the 4th floor accessible via the lift. There are shallow steps and benches in the public viewing gallery. Visitors are advised to take extra care when accessing these steps. Unfortunately, visitors in a Wheelchair are unable to access the Public Viewing Gallery.

Some of the flooring in the museum is uneven. There is a variety of different flooring in the museum including stone, wood, Carpet and quarry tiles.

There are places to sit around the museum.

Visual access

All interpretation text is captioned with text size 14 or above. A large print copy of temporary exhibition display texts is available on request.

There are short films on the Ground Floor and 2nd Floor that tell the story of Monmouth, and a film in Court Room 1 telling the story of the Chartists.

In order to protect some of our vulnerable collections some of our displays have low light levels. This includes some of our temporary exhibitions.

Auditory Access

All our temporary exhibitions have written material to support the interpretation of our exhibits.

In Court Room 1 there is a touch screen interactive related to the Rockfield Music Studio.

Sensory Access

When you enter the Museum, you will walk into the Entrance Foyer. This is where our Reception desk, small shop and some displays are. The Foyer is also from where the central staircase is. Family play and craft resources are located in the corridor next to the reception and there is a film playing that tells the story of Monmouth. This area can be noisy at times.

There are play activities located all around the building.

There are hand-dryers in the toilets, which can be loud.

On the 2nd floor landing there is a film telling the story of Monmouth and sofas to sit on. On the 2nd floor you will also find:

- Court Room 1 where our temporary exhibitions are held, this is a quieter area.
- The Judges room between Court Room 1 and 2 where there is a mannikin dressed as a Judge.
- Court Room 2 which is the restored court room from the 1840s. There are many small and tight spaces in this room. There is a video in Court Room 2 telling the story of the chartist trials. From Court Room 2 you can access the cells in the basement.
- Above Court Room 2 is the public viewing gallery (accessed both 4th floor). This looks down on Court Room 2 and feels high up.

The Basement houses the original cells where prisoners were held. This is a cold dark space. There are manikins of some prisoners in the cells.

The floors and walls in each of our galleries and rooms are made from different materials so different spaces might sound different.

Quieter days to visit the museum are normally on a Monday but we cannot guarantee this. The Museum is normally a lot busier and noisier during the school holidays.

The museum is developing a general visual story featuring pictures of the museum and information about what to expect when you visit.

Baby feeding and changing

We welcome our visitors breastfeeding and bottle-feeding their babies in all areas of the museum. There are baby changing facilities in our accessible toilets on the Lower First Floor and 3rd Floor.

Period Products

A selection of free period products are available for visitors to use.

Exhibitions & Events

We want everyone to be able to enjoy our exhibitions and events. Entry to the museum is free. We also have a range of free make and take craft activities and indoor and outdoor play resources for all our visitors to enjoy. There are opportunities for handling objects and trying on replica costume throughout the museum.

Our events and learning programme is delivered at as low a cost as possible.

We try to use lots of different ways to tell the stories of our collections so that our visitors can access information in a way that is suitable for them. We constantly strive to update and reinterpret some of our more historic interpretation so that this is as accessible as possible. We acknowledge that this is a work in progress.

Our staff are always happy to provide additional information and assistance wherever possible.

As well as objects on display and informative text panels we share the stories around our collection via interactive touch screens and wall mounted television screens.

More information about our collections including those not on display can be found on our Collections website [Home - MonLife Collections](#)

Additional learning resources including films featuring some of our collections and information about our learning programme, schools loan boxes and Memory boxes can be found on our website [Learning - Monlife](#)

All new exhibition and published content is provided bilingually in Welsh and English. When engaging with community groups, we explore opportunities to provide additional interpretation in other languages.

All staff receive equality and diversity training.

Collections

We welcome volunteers from a wide range of backgrounds to get involved in helping us care for our collections.

We are committed to working with under-represented groups to make sure their voices are heard and to improving the representation of their stories within our collections and interpretation. We acknowledge that some of our collections can tell any stories and some of these may cause offence. We are committed to working towards adding context to the way these collections are displayed, catalogued and accessed.

We recognise the importance of taking our collections and stories out to our communities so that they can be accessed by a wider range of users.

We encourage the widest possible audience to study the collection and seek ways to improve and extend access to information and scholarly research.



Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

<p>Name of the Officer completing the evaluation</p> <p>Rachael Rogers Tel: 01291 440938 E-mail: rachaelrogers@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To approve the following museum policies in order to achieve Museum Accreditation:</p> <ul style="list-style-type: none">• Collections Development Policy, MonLife Heritage Museums• Museums, Documentation Policy, MonLife Heritage Museums• Museums Care and Conservation Policy, MonLife Heritage Museums• Abergavenny Museum Access Statement• Caldicot Castle Access Statement• Chepstow Museum Access Statement• Shire Hall Museum, Monmouth Access Statement
<p>Name of Service area</p> <p>MonLife, Customer, Culture and Wellbeing</p>	<p>Date</p> <p>November 2023</p>

1. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Museum accreditation means continued access to a wide range of museum specific funds which can be used to improve access to local museums. Increasing access whether by way of physical, economical or attitudinal access will benefit all the members of our communities.	No impact through this action	Not applicable
Disability	As above	None identified	Not applicable
Gender Reassignment	As above	None identified	Not applicable
Marriage or civil partnership	As above	None identified	Not applicable
Pregnancy or maternity	As above	None identified	Not applicable
Race	As above	None identified	Not applicable
Religion or Belief	As above	None identified	Not applicable
Sex	As above	None identified	Not applicable

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sexual Orientation	As above	None identified	Not applicable

2. The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions. This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Page 139 Socio-economic Duty and Social Justice	Museum accreditation means continued access to a wide range of museum specific funds which can be used to improve access to local museums. These can be used to provide free or low cost programmes and activities which will benefit those suffering from socio economic disadvantage.	None	N/A

3. Policy making and the Welsh language.

How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<p>Policy Making</p> <p>Effects on the use of the Welsh language,</p> <p>Promoting Welsh language</p> <p>Treating the Welsh language no less favourably</p>	<p>Museums in Wales recognise the Welsh language as an important part of our cultural heritage and our cultural future. Through our Collections Development Policy and our Care and Conservation Policy which are an essential requirement of Museum Accreditation we formalise our role in safeguarding Wales' distributed national collection</p>	<p>Neutral effect</p>	<p>Not applicable</p>
<p>Operational</p> <p>Recruitment & Training of workforce</p>	<p>Neutral effect</p>	<p>Neutral effect</p>	<p>Not applicable</p>
<p>Service delivery</p> <p>Use of Welsh language in service delivery</p> <p>Promoting use of the language</p>	<p>Through continued status as an Accredited Museum we are able to demonstrate that we are a professionally run service worthy of the trust of our users and funders. Our displays are all provided in the medium of Welsh providing users with the opportunity to access their culture through their native language.</p>	<p>Neutral effect</p>	<p>Not applicable</p>




4. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Museums contribute to the Local economy. In Monmouthshire this is estimated to be £16.53 (per local visitor), £33.05 per day visitor and £56.79 per overnight visitor (Association of Independent Museums Economic Toolkit 2019).	Not applicable
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral effect	Not applicable
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The Museum Service has an established programme of activity designed to support people with dementia. Our status as an accredited museum enables us to access a wider range of funding opportunities to further support this work.	Not applicable
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	A Wales of Cohesive Communities – Access in the local area to cultural activities including museums contributes to a sense of place and provides our communities with proven social benefits.	Not applicable
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral effect	Not applicable

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Museum Accreditation provides us with a framework on which to shape our museums, providing our communities and visitors with access to public civic space where they can access information about their culture and heritage, view their collections, contribute to discussion and participate in activities</p>	<p>Not applicable</p>
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>Museums are public civic spaces open to all members of our community. Inclusion within the Accreditation scheme means we can continue to access funding and retain our position as trusted partners for others working towards our aim of increasing our inclusivity.</p>	<p>Not applicable</p>

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5. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Museum accreditation underpins everything we do in museums. It provides us with a framework of what sector specific policies we require. It demonstrates our status as a professionally run organisation enabling us to access specific funding pots. Together with our core funding this gives us the ability to plan both for the operational day to day and longer-term public programmes.</p>	<p>Not applicable</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>There is an expectation within accreditation that museums will work with partners both in our communities and within the sector.</p>	<p>Not applicable</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>We consulted with members of our staffing team on relevant issues within our policies. Parallel to this we are specifically working with representative of different user groups – black and ethnic minority, LGBTQI+, those with a disability and longstanding users to gain their perspective regarding our collections.</p>	<p>Not applicable</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Accreditation is the tool by which Museums can further access increased funding opportunities and professional advice.</p>	<p>Not applicable</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The Museum sector is able to contribute to many areas of wellbeing. By being Accredited we can continue to operate as a professionally respected service.</p>	<p>Not applicable</p>

6. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Neutral impacts	Neutral impacts	Not applicable
Corporate Parenting	Neutral impacts	Neutral impacts	Not applicable

7. What evidence and data has informed the development of your proposal?

The UK Accreditation Scheme is well established and provides policy templates as starting points. Where there are aspects that can be changed we have considered out we contribute to the Community and Corporate Plan. We particularly contribute to the following areas:

A fair place to live – we are enabling our citizens to participate in culture
e.g. we offer volunteering opportunities on a range of projects.

A thriving place to live – our museums provide attractive civic spaces both indoors and outside enhancing our town centres that people are proud of
e.g. our buildings and grounds are used for community events.

A connected place where people care – our programme contribute to combatting loneliness and isolation and promote wellbeing
e.g. We run a series of Dementia workshops.

A Learning place - The benefits of the new curriculum in Wales are maximised through excellent teaching and learning
e.g. we have worked with a local school to produce learning resources which contribute to the plan for an anti-racist Wales.
 - We recognize that learners have different starting points and needs;
e.g. our learning opportunities range from play resources to art history lectures.

Regarding our Collections Development Policy we have particularly drawn on our experiences in 2020-2022 when we carried out a review of our collections. Regarding our Access Plans we have also considered our ongoing work with user groups.

8. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

By successfully going through the Accreditation process, we will be able to retain our position as a trusted organisation both to our communities, our users and our funders.

A set of museum policies means we have systems in place to care for and provide access to our collections.

As a thriving and viable museum, we can contribute to many deliverables relating to equalities, Future Generations, Welsh language and socio-economic duty.

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ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible
If policies are accepted we will finalise associated action plans and submit our application for Accreditation	Accreditation application is due in January 2023	Rachael Rogers

10. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Submission to ICMD	November 2023	

	<i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>		

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